

How Do I View My Paystub?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Pay** tile.
3. Locate your paystub for the pay period you are reviewing.
 - a. Click the **Filter** icon in the upper left corner to filter by a date range, and then click **Done**.
 - b. Click the **Sort** icon in the upper right corner to change the sort order.
 - c. Click the paystub you wish to view.
4. Review your paystub.
 - a. Your paystub opens in a new tab/window as a PDF. If you get an error, you need to disable your pop-up blocker within your browser.
 - b. Use the PDF menu (hover mouse towards bottom of the page) to print or save the paystub file.
5. Return to OneUSG Connect by selecting its tab/window.
 - a. Close the tab/window with your paystub.

