





Viewing Paychecks Online

Step	Action															
1.	Click the Payroll tile.															
2.	<p>The Pay Check page displays.</p> <p>The Paycheck grid lists all of your paychecks that are in the system. This grid lists your paychecks that are currently in the system with the most recent one on top.</p> <p>You can use the Filter button to help locate the paycheck you want to view and the Sort arrows to change the order in which the paychecks are displayed.</p>															
3.	Use of the Filter Button and Sport Arrows is covered in greater detail in the <i>Navigation Course</i> .															
4.	<p>For this example, you will review the paycheck in the second row of the grid.</p> <p>Click the 06/22/2017 link.</p> <table><thead><tr><th>Check Date</th><th>Company</th><th>Pay Begin Date / Pay End Date</th><th>Net Pay</th><th>Paycheck Number / PDF Check</th></tr></thead><tbody><tr><td>06/23/2017</td><td>Contra Costa County</td><td>06/01/2017 06/15/2017</td><td>\$1366.84</td><td>3306854 ></td></tr><tr><td>06/22/2017</td><td>Contra Costa County</td><td>06/15/2017 06/29/2017</td><td>\$1628.93</td><td>865201 ></td></tr></tbody></table>	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number / PDF Check	06/23/2017	Contra Costa County	06/01/2017 06/15/2017	\$1366.84	3306854 >	06/22/2017	Contra Costa County	06/15/2017 06/29/2017	\$1628.93	865201 >
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5.	<p>The paycheck displays as a PDF file. You can use your browser's Print function to print this advice or your can use your browser's Save function to save the file to save a copy of the advice.</p> <p>Confidential information has been blacked out.</p>															
6.	<p>Click the Close Tab button.</p> 															
7.	You can review additional paychecks. For this example, you will not review any additional paychecks.															
8.	<p>Click the Home button.</p> 															
9.	End of Procedure.															