

# Paycheck Review

This job aid describes the steps necessary to view your paycheck in OneUSG Connect.

## Instructions

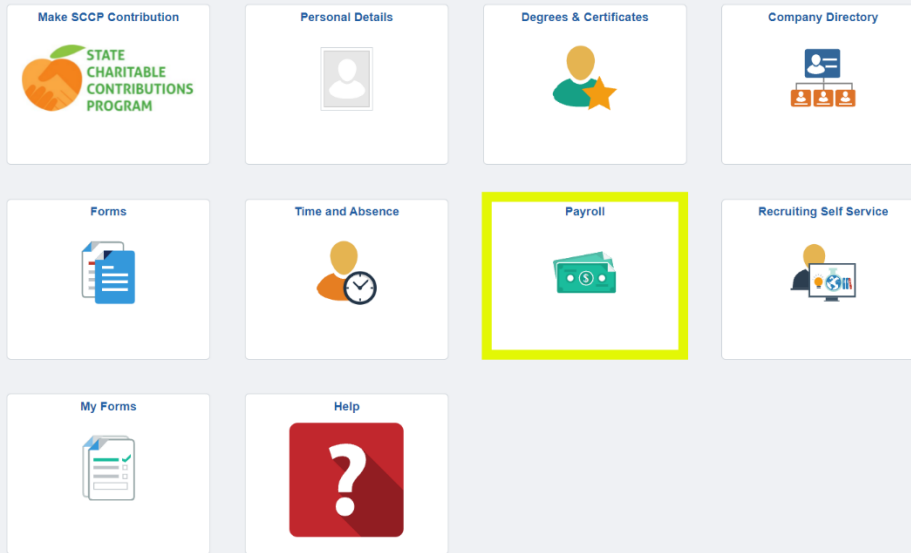
1. Log into **OneUSG Connect**.

**Navigation:**

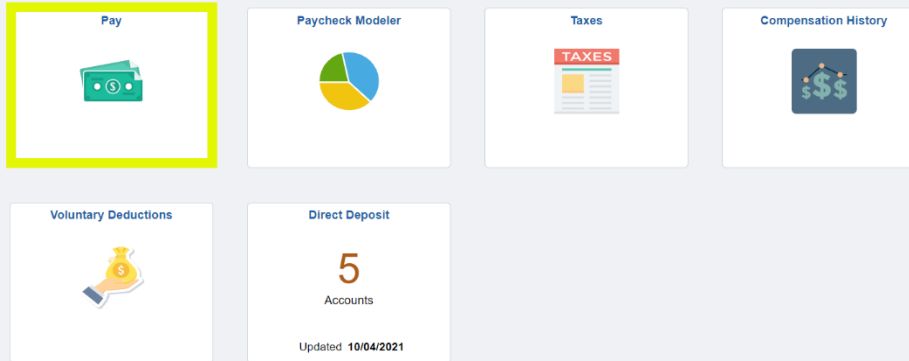
Employee Self Service > Payroll > Pay

2. Click the **Payroll** tile.

**Note:** **Employee Self Service** tile options may vary depending on your employee type.



3. The **Payroll** dashboard will be displayed. Click the **Pay** tile to review your pay statements.



The pay menu will open, as seen below.

4. Locate, or search for, the paycheck for the pay period you are reviewing. Your most recent paycheck will display.

Payroll Pay

### Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
10/22/2021		10/03/2021 10/16/2021	\$641.82	
10/08/2021		09/19/2021 10/02/2021	\$641.81	
09/24/2021		09/05/2021 09/18/2021	\$641.81	
09/10/2021		08/22/2021 09/04/2021	\$647.69	
08/27/2021		08/08/2021 08/21/2021	\$641.84	
08/13/2021		07/25/2021 08/07/2021	\$641.81	
07/30/2021		07/11/2021 07/24/2021	\$992.29	

- Click the **Filter** icon in the upper left corner to filter by a date range.
- Click **Done**.

Payroll Pay

### Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
------------	---------	-------------------------------	---------	-----------------

**Filter**

Cancel Done





**From** 01/01/2021 




Enter Day, Month and Year

**To** 10/22/2021 

4.

c. Click the paycheck row you wish to view.

< Payroll Pay    

**Paychecks**   

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
		05/15/2021		
05/07/2021		04/18/2021 05/01/2021	\$664.49	
04/23/2021		04/04/2021 04/17/2021	\$664.48	
04/09/2021		03/21/2021 04/03/2021	\$664.48	
03/26/2021		03/07/2021 03/20/2021	\$1411.42	
03/12/2021		02/21/2021 03/06/2021	\$664.49	
02/26/2021		02/07/2021 02/20/2021	\$664.48	
02/12/2021		01/24/2021 02/06/2021	\$664.49	
01/29/2021		01/10/2021 01/23/2021	\$664.49	
01/15/2021		12/27/2020 01/09/2021	\$664.48	

5. Review your paycheck.

- a. Your paycheck opens in a new tab/window as a PDF.
- b. Disable your pop-up blocker within your browser if you receive an error and are unable to open you paycheck.

Use the PDF menu to print or save the paycheck file by hovering your mouse towards the bottom of the page.

**Note:** Depending on the browser used you might need to hover your mouse toward the top of the page.