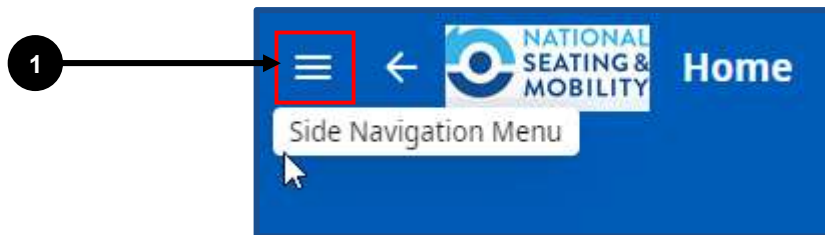
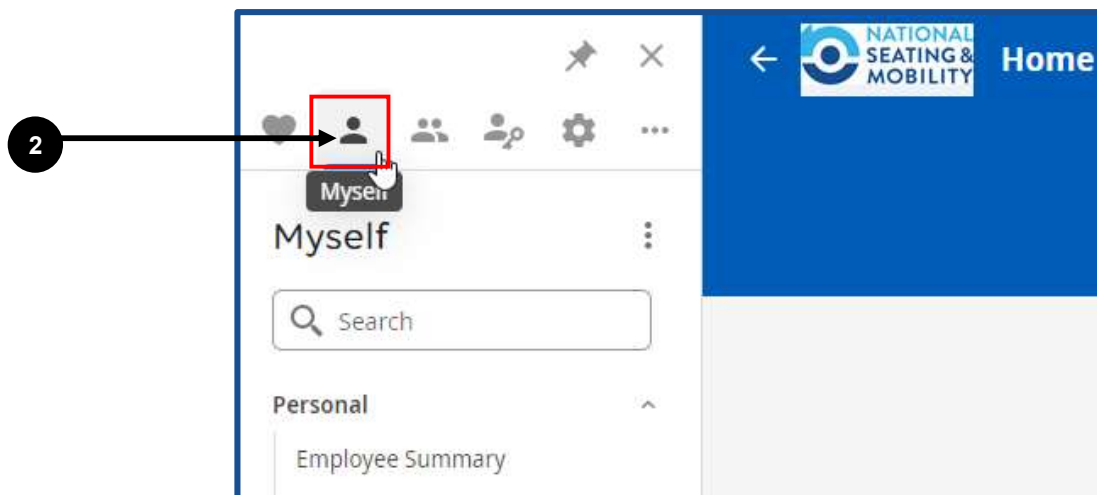


How to Access Your Paystub in UKG

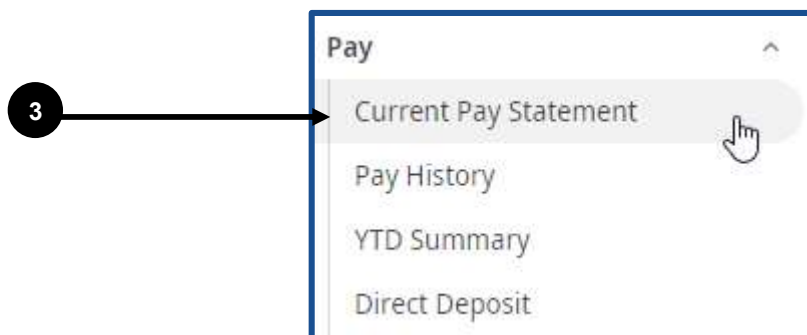
Step 1 – From the homepage in UKG, click the **three lines** (known as a hamburger) in the upper left corner to open the side navigation menu.



Step 2 – From the side navigation menu, go to **myself**.

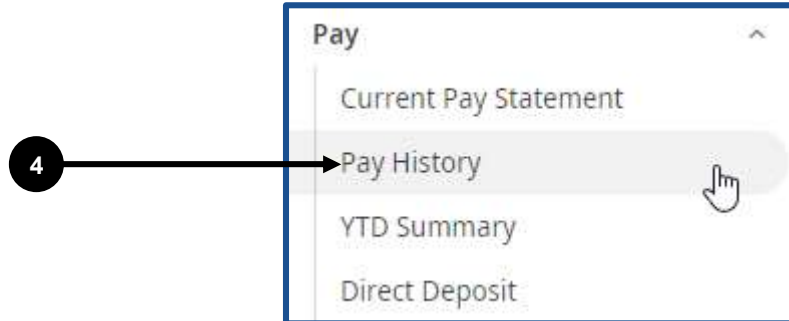


Step 3 – Scroll down the menu to the sub section titled **Pay**. Click **Current Pay Statement** to go directly to your most recent paystub. From here, you can view, print or download the document.



How to Access your Paystub & Benefits Summary in UKG

Step 4 / Alternate to step 3 – An alternative option is to select **Pay History** to access the full list of all paycheck history.



From this page, you can click on any date to open that individual paystub. You can save or print. You can also search by date or date range.

A screenshot of the 'Pay History' page. The page has a search bar at the top with 'Find by' set to 'Date range'. Below the search bar, it says 'Displaying 1-20 of 77 records | 0 record(s) selected'. The main content is a table with columns: 'Pay Date', 'Document Number', 'Net Pay', 'Earnings', 'Deductions', and 'Taxes'. The first row of the table has a checkbox, a date '01/15/2021' (highlighted with a red box), and a document number '815955'. An arrow points to the checkbox in the first row.

	Pay Date ↓	Document Number	Net Pay	Earnings	Deductions	Taxes
<input type="checkbox"/>	01/15/2021	815955				
<input type="checkbox"/>	01/01/2021	814144				
<input type="checkbox"/>	12/18/2020	811539				
<input type="checkbox"/>	12/04/2020	809957				
<input type="checkbox"/>	11/20/2020	808380				