


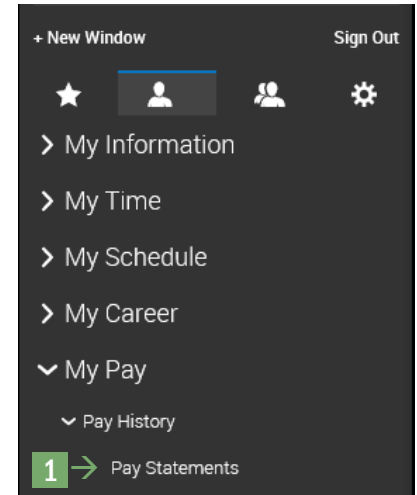
VIEWING MY PAY STATEMENTS

Within your *My Info* menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

Accessing My Pay Statements

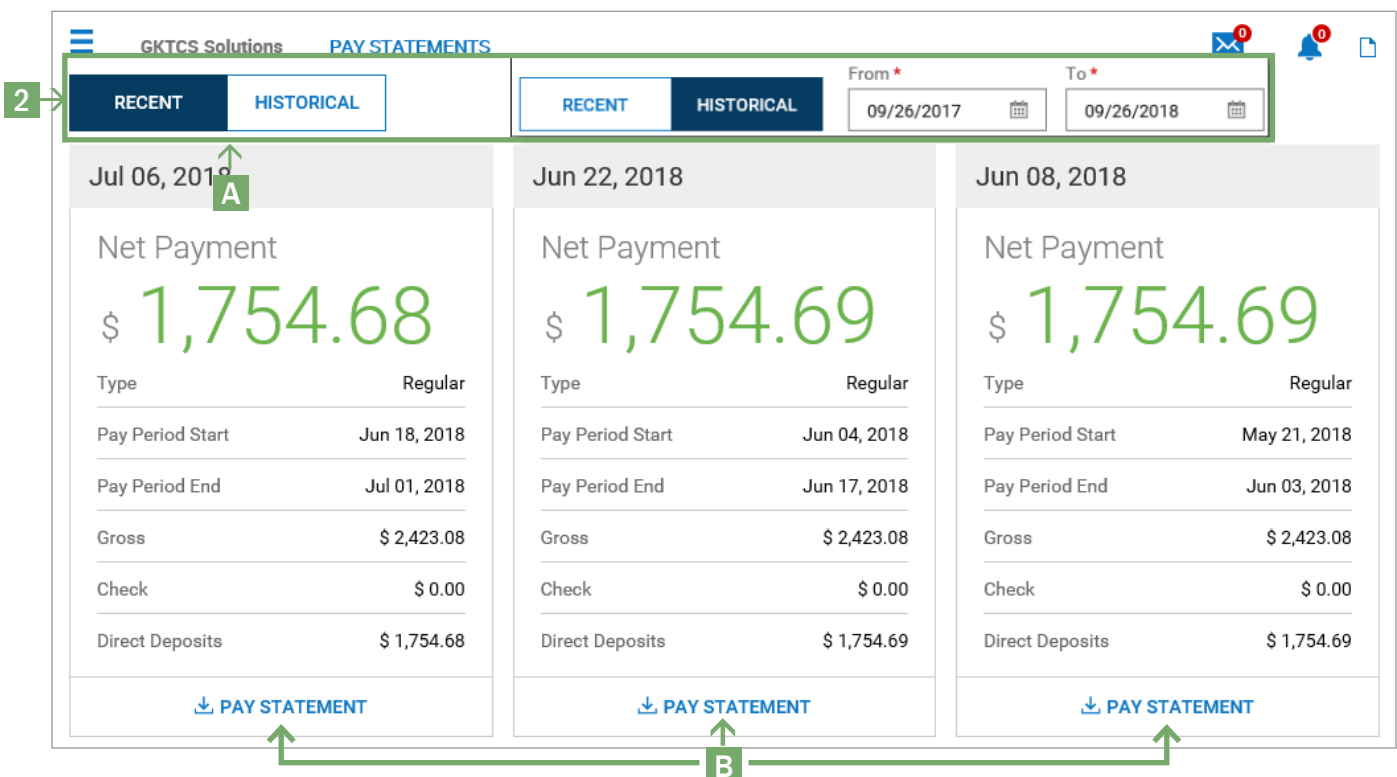
Use the **Pay Statements** screen to view both recent and historical pay statements.

- 1 Click **Show Menu** , click the **My Info** tab, and navigate to **My Pay > Pay History > Pay Statements**.
- 2 On the **Pay Statements** screen, click either the **Recent** or **Historical** button. If viewing **Historical**, enter a date range in the **From** and **To** fields.



The following image highlights key areas of the **Pay Statements** screen.

- A Buttons for viewing recent or historical pay statement summaries.
- B Links to download pay statements.



The screenshot shows the 'PAY STATEMENTS' interface with the following details:

- Header: GKTC Solutions PAY STATEMENTS
- Navigation: RECENT (selected) | HISTORICAL
- Date Range: From 09/26/2017 To 09/26/2018
- Summary 1 (Jul 06, 2018): Net Payment \$1,754.68. Type: Regular. Pay Period Start: Jun 18, 2018. Pay Period End: Jul 01, 2018. Gross: \$2,423.08. Check: \$0.00. Direct Deposits: \$1,754.68.
- Summary 2 (Jun 22, 2018): Net Payment \$1,754.69. Type: Regular. Pay Period Start: Jun 04, 2018. Pay Period End: Jun 17, 2018. Gross: \$2,423.08. Check: \$0.00. Direct Deposits: \$1,754.69.
- Summary 3 (Jun 08, 2018): Net Payment \$1,754.69. Type: Regular. Pay Period Start: May 21, 2018. Pay Period End: Jun 03, 2018. Gross: \$2,423.08. Check: \$0.00. Direct Deposits: \$1,754.69.

VIEWING MY PAY STATEMENTS

Downloading and Viewing a Pay Statement

To view and print a PDF of an individual pay statement, download it first.

- 1 Click the **Download Pay Statement** link in the summary for the pay statement you want.
- 2 Follow your browser's prompts to save the pay statement PDF to the destination of your choice.
- 3 Navigate to the location where you saved the file and open it with a PDF viewer.

May 25, 2018

Net Payment

\$ 1,754.67

| Type | Regular |
|------------------|--------------|
| Pay Period Start | May 07, 2018 |
| Pay Period End | May 20, 2018 |
| Gross | \$ 2,423.08 |
| Check | \$ 1,754.67 |

1 →

↓ PAY STATEMENT



GKTCS SOLUTIONS
315 West Ohio Street
Indianapolis, IN 46202

PNC BANK, NA
70-2189
719

Check Date: 08/31/2018

Check #: 10075

Pay To The

Order Of: **Max Blackburn**

Amount: One Thousand Seven Hundred Sixty Eight Dollars and 29/100 Cents

\$ 1,768.29

Location 1/Dept 100 1033 08/31/2018 10075

Max Blackburn
101 West Washington Street
Indianapolis, IN 46204

Non-Negotiable



Authorized Signature

#1033 - Max Blackburn
Location 1/Dept 100

Check # 10075

Pay Date: 08/31/2018
Pay Period: 08/12/2018-08/25/2018

Earnings

| | Current | YTD |
|------------------|-----------------|-----------------|
| Regular | 2,307.69 | 2,307.69 |
| Gross Pay | 2,307.69 | 2,307.69 |

Deductions

| | Current | YTD |
|----------------|---------|--------------------|
| Dental Pre Tax | 34.62 | 34.62 ¹ |
| Medical PreTax | 36.92 | 36.92 ¹ |
| Vision PreTax | 23.08 | 23.08 ¹ |

A Pay Date: Date of the check or direct deposit.

B Check/Voucher Section: Shows a copy of the check or direct deposit voucher.

C Pay Stub Section: Shows details regarding earnings, deductions, net pay, and other related information.