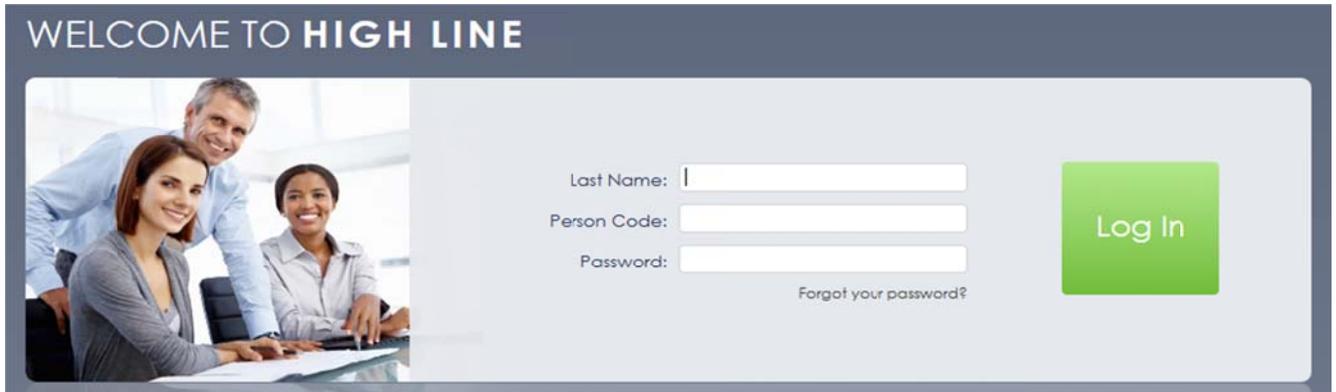


# ACCESSING AND PRINTING YOUR PAYSTUB ON SELF-SERVICE

1. Log into self-service using your log in credentials



WELCOME TO **HIGH LINE**



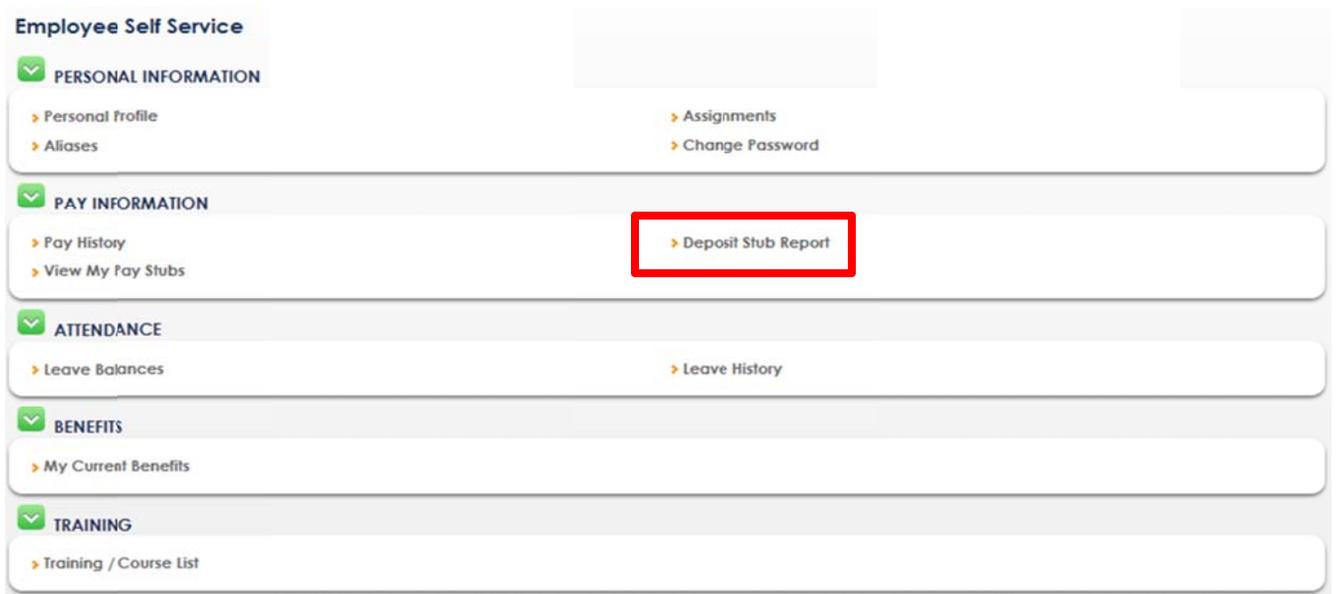
Last Name:

Person Code:

Password:

[Forgot your password?](#)

2. Select “Deposit Stub Report” listed in the Pay Information section.



**Employee Self Service**

PERSONAL INFORMATION

- Personal Profile
- Aliases
- Assignments
- Change Password

PAY INFORMATION

- Pay History
- View My Pay Stubs
- Deposit Stub Report**

ATTENDANCE

- Leave Balances
- Leave History

BENEFITS

- My Current Benefits

TRAINING

- Training / Course List

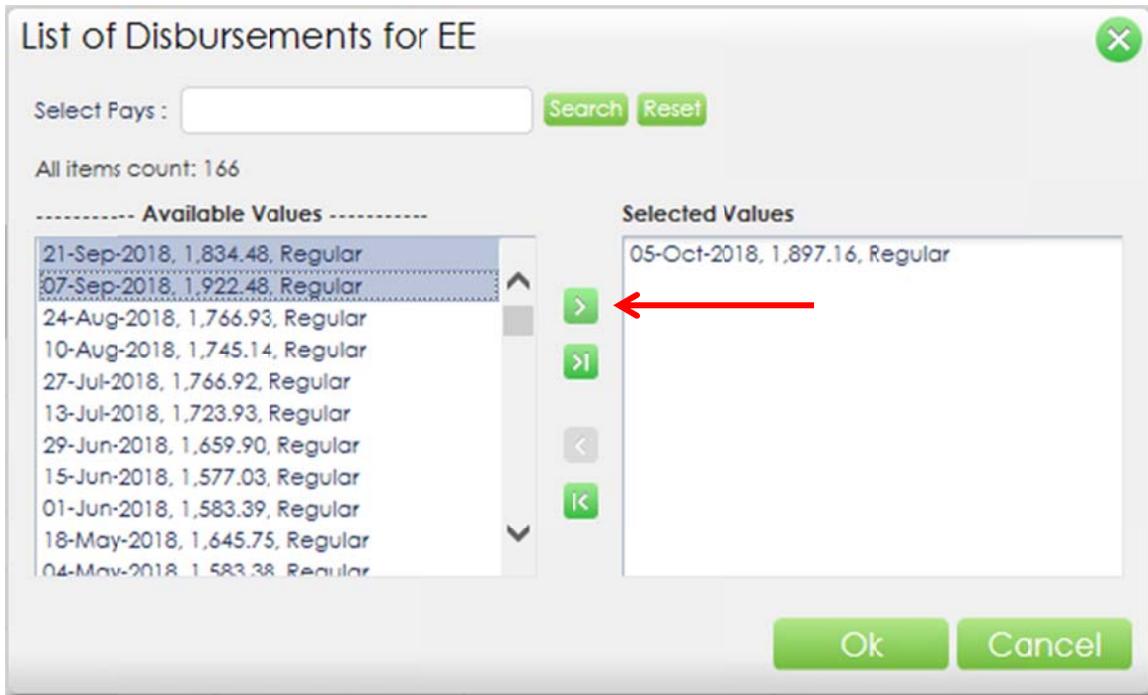
3. Click on the magnifying glass on the Select Pays line.



**REPORT CRITERIA**

\* Select Pays :   

- In the “List of Disbursements for EE” window that appears, select the pay date(s) that you would like to print. A list of available pay dates is provided. To select the pay dates(s) you want to print, highlight the date(s) on the Available Values side and click the green arrow pointing to the right. Once you have selected all the pay periods you want to print, click ok.



- To obtain your paystub, click the Launch button in the upper right corner.



- Once the report has completed, a new tab will open in your browser and a prompt will appear at the bottom of the screen to open or save the document. The document created will be a pdf and can be printed from Adobe.



- To return to self-service, close the new tab.

8. If you wish to run another paystub without leaving the page, click the Reset button in the upper right corner (next to the Launch button). You may want to remove the previously selected pay date(s) by highlighting the line(s) in the Selected Values column and clicking the green arrow pointing to the right. Then repeat steps 3-5 to obtain a new paystub.

**List of Disbursements for EE** [Close]

Select Pays :  [Search] [Reset]

All items count: 166

----- Available Values -----

05-Oct-2018, 1,897.16, Regular
07-Sep-2018, 1,922.48, Regular
24-Aug-2018, 1,766.93, Regular
10-Aug-2018, 1,745.14, Regular
27-Jul-2018, 1,766.92, Regular
13-Jul-2018, 1,723.93, Regular
29-Jun-2018, 1,659.90, Regular
15-Jun-2018, 1,577.03, Regular
01-Jun-2018, 1,583.39, Regular
18-May-2018, 1,645.75, Regular
04-May-2018, 1,583.38, Regular

Selected Values

21-Sep-2018, 1,834.48, Regular
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[>] [>|] [←] [←|]

[Ok] [Cancel]