

Reprinting a Pay Stub

This article will show how the employer can reprint an employee's paystub.

Steps:

• Using Global Search \rightarrow Search for the employee

VIVENTIUM	988KN-001 - Test - Karena N In Conversion	◯ jane s		
MY COMPANY Dashboard	Good afternoon, Karena ^{Upcoming}	Employees Jane Smith 02 Admin		r Paychecks.
Employees Calendar	REMINDERS	Test - Karena Noce (988KN-001)		two years are o
Payroll Reports & Bl			🕀 (555) 555-5555 ⊠ knoce@viventium.com	
ACA Dashboard Periods	No Remin	ders :(Payroll	

o Click Pay History.

	JS	Jane Sm Test - Karena Noce	nith ✓active 9		EE# 02 Hired On Jan 1, 2 SSN XXX-XX-312(. E Las 019 . □ Ada 0	it Paystub I Note	i)
	PERSONAL	EMPLOYMENT	PAY INFO	PAY HISTORY	TIME OFF	BENEFITS	OTHE	R
Pay Statements Year-End Documents	Filter Checks by	/ #				Jan 1, 2019 - Dec	31, 2019	
1	Check Date	▼1 Check Num	nber ▼ ₂ Gross	Net Pa	y Ho	ours	Check Type	
								•
							1 P a	ge



Select the check(s) from the list, then click Print Selected Checks.
A printable paystub will open in PDF.

PER	SONAL	EMPLOY	YMENT	PAY IN	FO	PAY HISTORY	TIME OFF	BENEFITS	MORE	Ý
Filte	er Checks by #	#						Jan 1, 2019 - De	ec 31, 2019	
	Check Date		Check Number	• •2	Gross	Net Pay	1	Hours	Check Type	
	Mar 8, 2019		<u>8</u> = 6981		1,760.00	1,068.50	8	0.0000	Regular	
	Mar 1, 2019		8E 6972		1,240.00	711.46	4	0.0000	Regular	
	Feb 22, 2019		8 च 6947		660.90	322.40	5	1.0000	Regular	
	Feb 15, 2019		8E 6931		990.00	542.38	5	0.0000	Regular	
	Feb 8, 2019		8 च 6895		789.22	408.19	5	3.0000	Regular	
	Feb 1, 2019		s= 6869		933.43	504.57	5	2.0000	Regular	
	1001,2019		0005		555.45	504.57	3	2.0000	Regulai	

Still have questions? Contact your Dedicated Client Service Team or email us:

Print Selected Checks

🕸 Customize Table 📄 View Summary 🖨 Print Summary

North Star Clients - csnorthstar@viventium.com

Health Services Clients - <u>cshealth@viventium.com</u>

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3 Selected | 6 Pay Checks