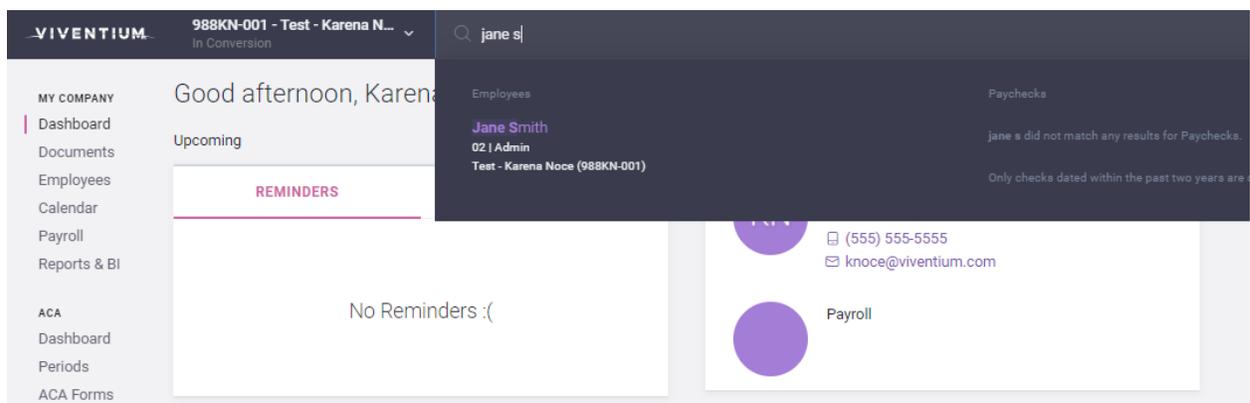


## Reprinting a Pay Stub

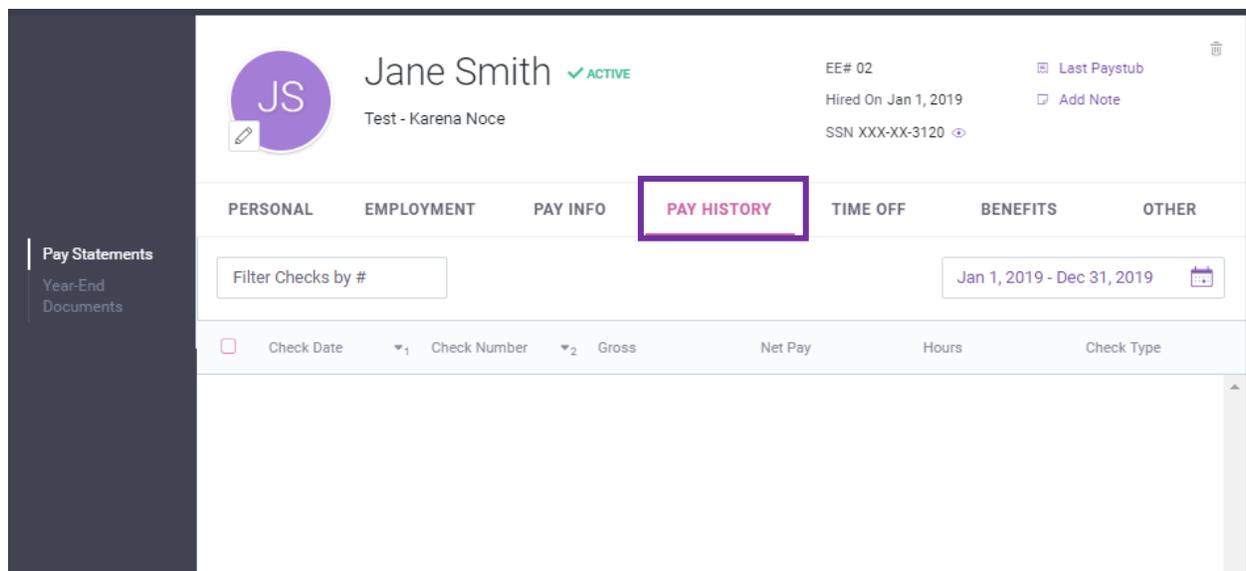
This article will show how the employer can reprint an employee's paystub.

### Steps:

- Using Global Search → Search for the employee



- Click **Pay History**.



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

PERSONAL	EMPLOYMENT	PAY INFO	PAY HISTORY	TIME OFF	BENEFITS	MORE ▾
Filter Checks by #		Jan 1, 2019 - Dec 31, 2019				
<input type="checkbox"/>	Check Date	Check Number	Gross	Net Pay	Hours	Check Type
<input checked="" type="checkbox"/>	Mar 8, 2019	6981	1,760.00	1,068.50	80.0000	Regular
<input checked="" type="checkbox"/>	Mar 1, 2019	6972	1,240.00	711.46	40.0000	Regular
<input checked="" type="checkbox"/>	Feb 22, 2019	6947	660.90	322.40	51.0000	Regular
<input type="checkbox"/>	Feb 15, 2019	6931	990.00	542.38	50.0000	Regular
<input type="checkbox"/>	Feb 8, 2019	6895	789.22	408.19	53.0000	Regular
<input type="checkbox"/>	Feb 1, 2019	6869	933.43	504.57	52.0000	Regular

Customize Table  
  View Summary  
  Print Summary  
  **Print Selected Checks**
3 Selected | 6 Pay Checks

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

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