



3.9 Viewing a Pay Statement

Step	Action
1.	<p>The last Pay Date, September 24, 2021 or 09/24/2021, appears on the tile.</p> <p>Click the Payroll and Compensation tile.</p> 
2.	<p>Click the Pay tile.</p>
3.	<p>The list of pay statements appears. However, the pay statement for May 1, 2021 (i.e. 05/01/2021) is not on the list.</p> <p>You can find additional pay statements by filtering for the date. In this example, you will search for pay statements after May 1st (ie.05/01/2021).</p> <p>Click the Filter button.</p> 
4.	<p>Enter the date information into the From field.</p> <p>For pay statements from May 1st, enter a valid value e.g. "05/01/2021".</p> <p>From <input data-bbox="456 1356 829 1415" type="text"/></p>
5.	<p>Click the Done object.</p> 

Step	Action
6.	<p>The list of pay statements after May 1st, 2021 appears.</p> <p>To view the details, click the More link.</p> <p>Note: The pay statement appears in a separate pop-up window. Some browsers are set to block pop-ups. If this occurs, you will need to allow HR Self Serve to open pop-ups.</p> <p>For instructions, see the tutorials "Getting Started - Internet Browsers - Allowing HR Self Serve Through a Pop-up Blocker" in the Optional Activity section of online course.</p> 
7.	<p>The pay statement appears in .pdf format. Depending upon the .pdf viewer that you are using, the print option may be available.</p> <p>Once you are finished, click the Close Tab button.</p> 
8.	<p>End of Procedure.</p>