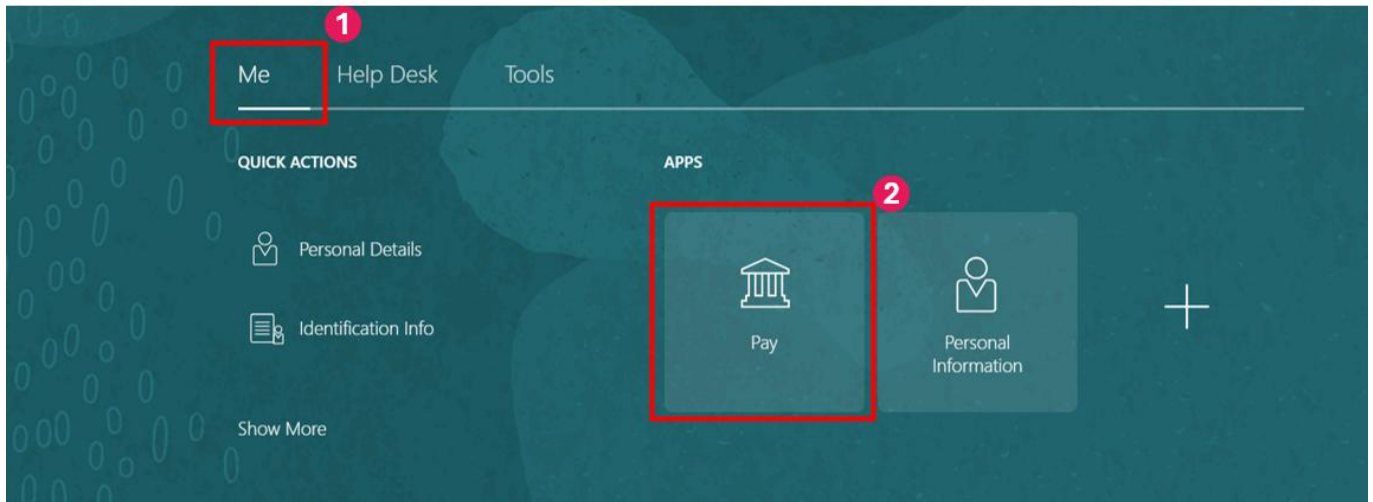


Navigate to and View Payslip



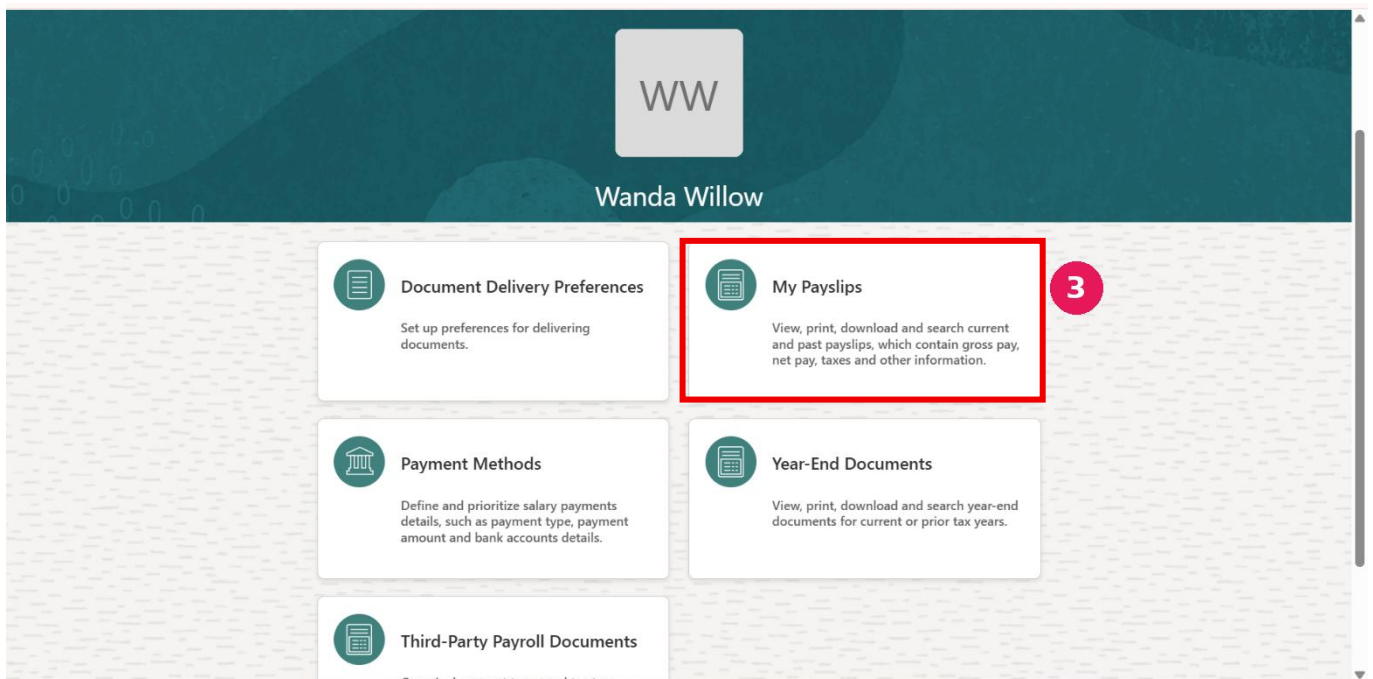
Navigate to and View Payslip

In this 'How To' guide, you will learn how to navigate to, view and download your payslip.

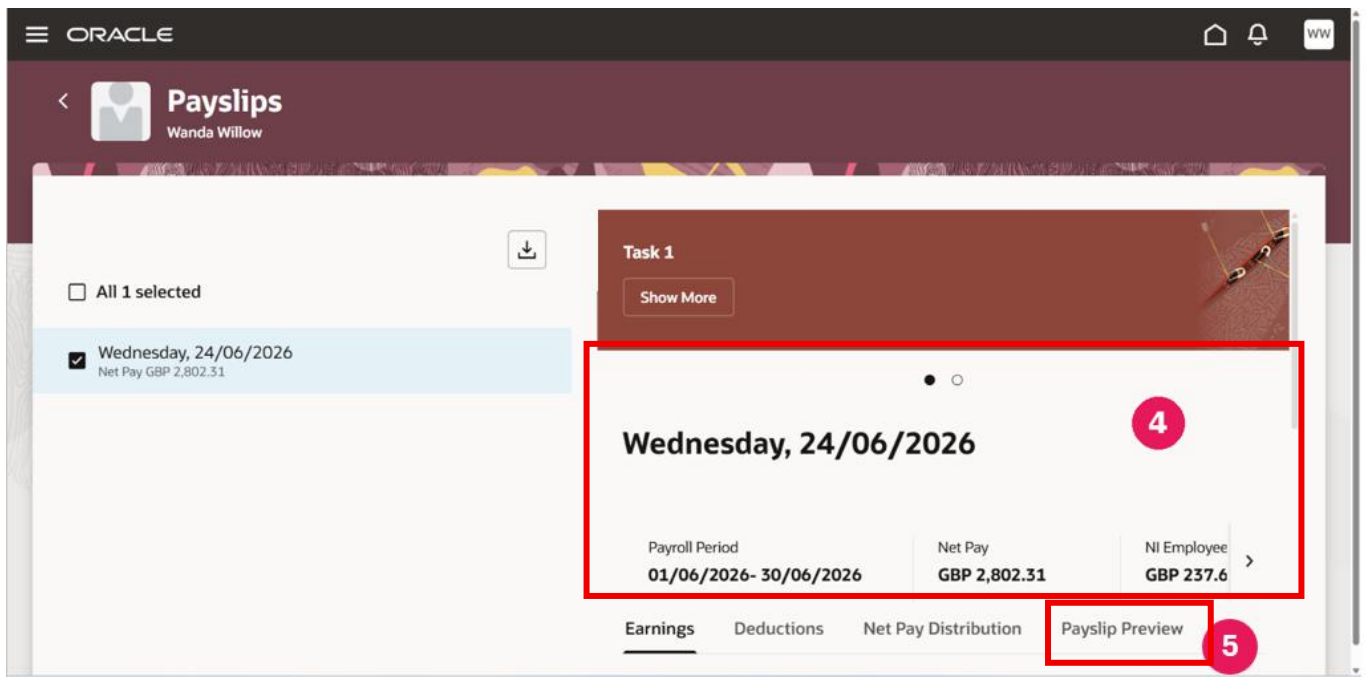


Step 1. Select the **Me** tab.

Step 2. Select the **Pay** application.

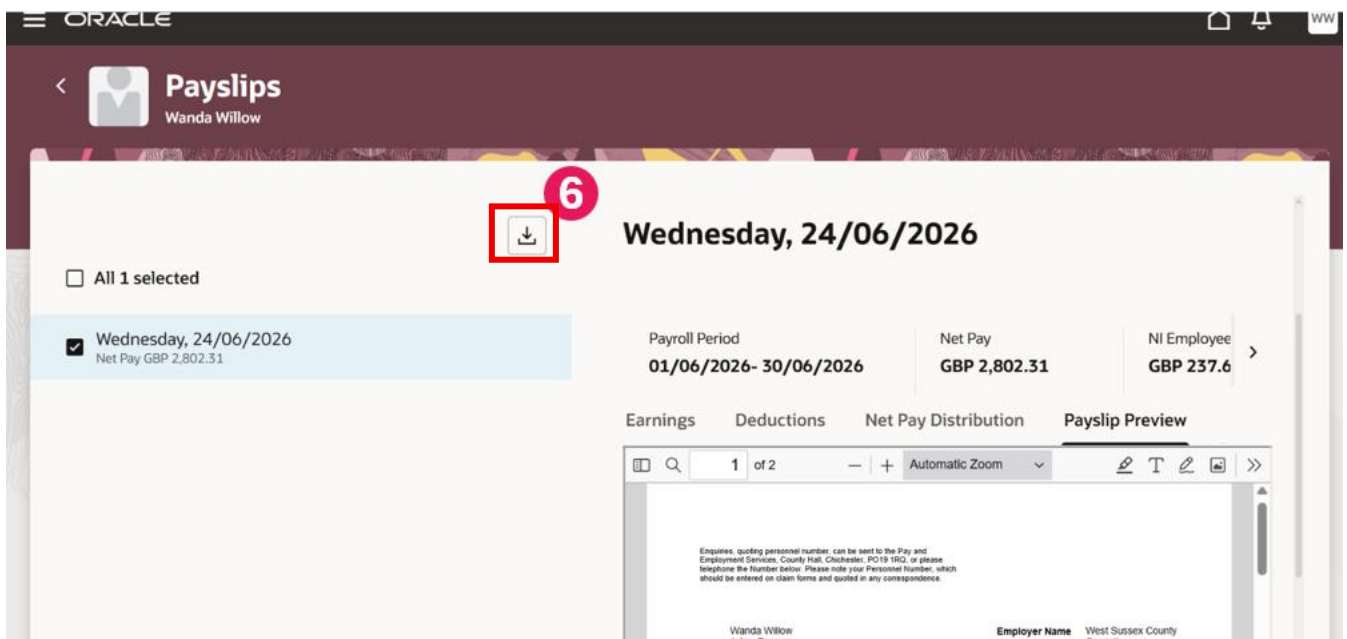


Step 3. Select **My Payslips**.



Step 4. Payslip window is displayed. Scroll across to view the payslip details.

Step 5. Select the Payslip Preview tab to view your full payslip.



If you would like to download a copy of your payslip, follow the below steps;

Step 6. Select the **downward Pointing Arrow** to download the document as a PDF.

Step 7. Select the **Download icon (↓)** in the top-right corner of the browser to open a copy of the payslip (you may be prompted to select a save location).

