



Viewing and Printing Payslips and W2s

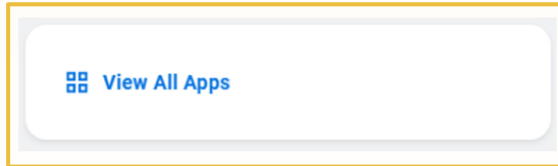
Overview

All employees are able to both view and print their payslips and W2s.

Viewing and Printing Payslips

Security Role(s): Employee as Self

1. From the Landing Page, select **View All Apps**.



2. Navigate to the **Pay** application.



3. Select **Payments** under the Pay section of the Benefits and Pay application.

Payroll Hub - Worker Payments Information

Compare Period Pay History Earnings/Deductions History

Recent Pay

Most Recent Pay
Your next pay day is March 1, 2024.
Take Home Pay
Gross Pay
[View Most Recent Pay](#)

Deductions
Taxes and deductions from your most recent payslip.
Total
Federal Withholding (Federal)
SRA - Pretax
OASDI (Federal)
Pretax - Defined Contribution
[More \(3\)](#)

All Payslips
Payslips 10 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
02/16/2024	01/28/2024	02/10/2024	St. Norbert College			View	Print

[View All 50 Payslips](#)

4. After selecting **Payments** in the Pay section, you can view the “All Payslips” section. You will see an overview of your payslips including the payment date, payment period start and end dates, and your gross and net pay. To open up a particular payslip, select **View**.

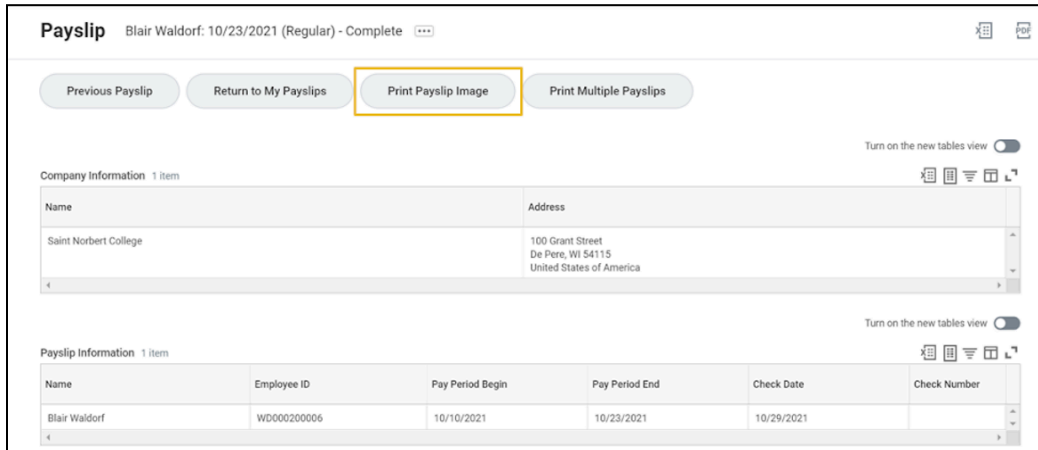
All Payslips
Payslips 10 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
02/16/2024	01/28/2024	02/10/2024	St. Norbert College			View	Print

[View All 50 Payslips](#)

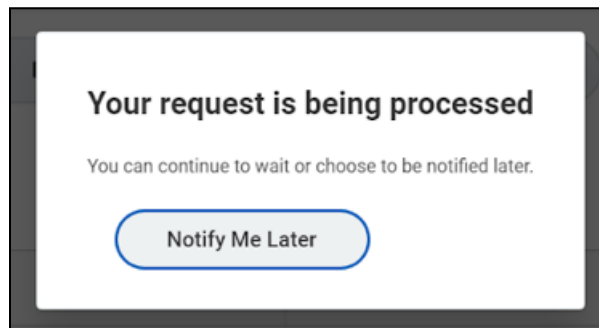
5. Here, you will see more information regarding your pay for a particular pay period. Select **Print Payslip Image** in order to print this payslip. Depending on the processing time of the request, you may receive a popup giving you the option to wait or to notify you when your payslip has been processed for printability as a PDF.

Note: You will find the PDF in your notifications (accessible from your toolbar at the top of the page). Jump to the end of this job aid for details on accessing your notifications).



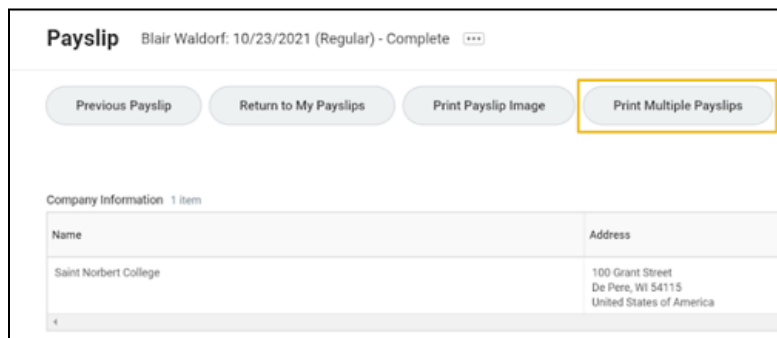
The screenshot shows the 'Payslip' page for Blair Waldorf: 10/23/2021 (Regular) - Complete. At the top, there are four buttons: 'Previous Payslip', 'Return to My Payslips', 'Print Payslip Image' (highlighted with a yellow box), and 'Print Multiple Payslips'. Below the buttons are two sections: 'Company Information' and 'Payslip Information'. The 'Company Information' section shows the name 'Saint Norbert College' and the address '100 Grant Street, De Pere, WI 54115, United States of America'. The 'Payslip Information' section is a table with the following data:

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Blair Waldorf	WD000200006	10/10/2021	10/23/2021	10/29/2021	



A modal dialog box with a dark border. The text inside reads: 'Your request is being processed' in bold, followed by 'You can continue to wait or choose to be notified later.' Below the text is a blue button with the text 'Notify Me Later'.

- Alternatively, you may select **Print Multiple Payslips** for the option to print payslips from more than one pay period.



This screenshot is similar to the first one, but the 'Print Multiple Payslips' button is highlighted with a yellow box. The rest of the interface, including the company and payslip information, is identical to the first screenshot.

7. Select your dates of interest, and press **OK**.

Print Multiple Payslips

Processing Worker * Blair Waldorf

Payment From Date 10/01/2021

Payment To Date 12/08/2021

Exclude Net Zero Payslips

OK Cancel

8. Select **OK** once more. Again, depending on the processing time of the request, you may receive a popup giving you the option to wait or to notify you when your payslips have been processed for printability (accessible from your notifications).

Print Multiple Payslips

Worker Blair Waldorf

Payment Date Range 10/01/2021 - 12/08/2021

Exclude Net Zero Payslips No

Payslips 3 items | 3 selected

<input type="checkbox"/>	Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	Saint Norbert College	10/10/2021	10/23/2021	10/29/2021	1,906.43	1,560.15
<input checked="" type="checkbox"/>	Saint Norbert College	09/26/2021	10/09/2021	10/15/2021	1,906.43	1,560.17
<input checked="" type="checkbox"/>	Saint Norbert College	09/12/2021	09/25/2021	10/01/2021	1,906.43	1,560.16

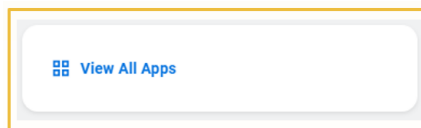
Count of Payslips Selected to Print 3

OK Cancel

Viewing and Printing W2s

Security Role(s): Employee as Self

1. From the Landing Page, select **View All Apps**.



2. Navigate to the **Benefits and Pay** application.



3. Select **Tax** under the Pay section.

Payroll Hub - Worker Tax Information

Tax Forms Printing Elections

Company	Current Year End Tax Document Printing Election	Printing Election
St. Norbert College	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

All Tax Documents

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2023	St. Norbert College	W-2	01/10/2024	View/Print
2022	St. Norbert College	W-2	01/23/2023	View/Print

- In the **All Tax Documents** section, you will see a list of your tax documents available for viewing and printing. Locate the form that you are interested in, and select **View/Print**.

Payroll Hub - Worker Tax Information

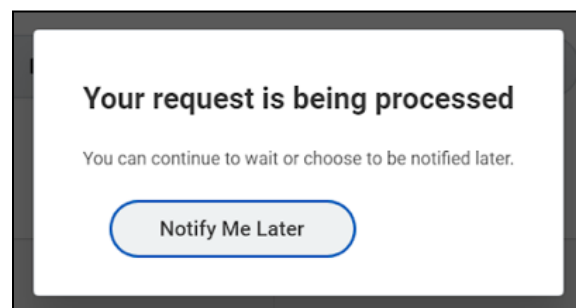
Tax Forms Printing Elections

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Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
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2022	St. Norbert College	W-2	01/23/2023	View/Print

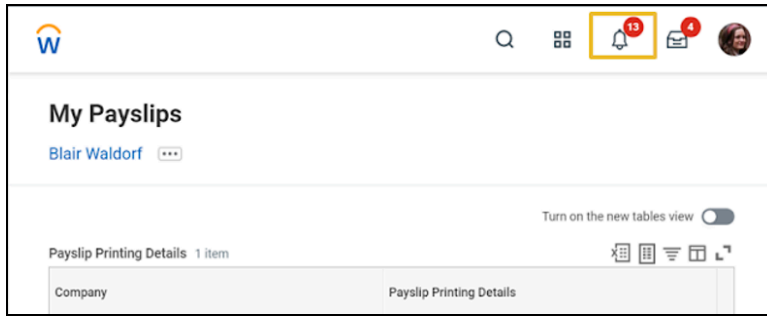
- Depending on the processing time of the request, you may receive a popup giving you the option to wait or to notify you when your payslip has been processed for printability (accessible from your notifications).



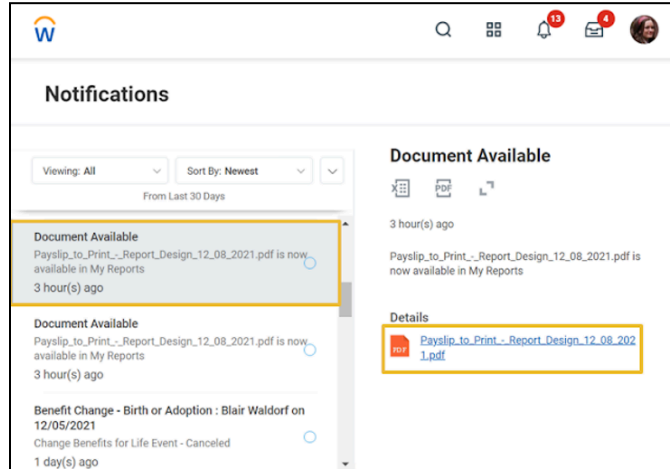
Accessing Documents from your Notifications

Security Role(s): Employee as Self

- Select the **Notifications** icon near the top-right corner of the screen.



2. Locate the document in your notifications and select the **blue hyperlink** to open a PDF of the document.



3. Here, you can view your document or use the toolbar in the upper-right corner to download or print the document.

