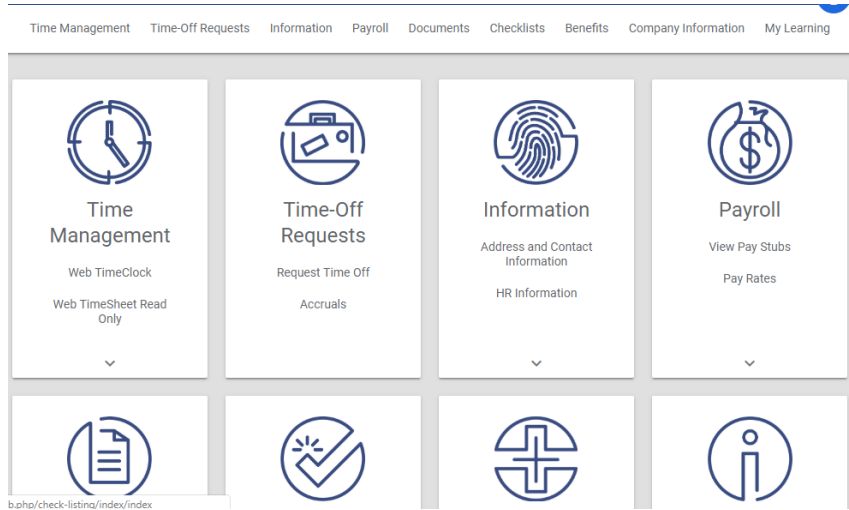


HOW TO BATCH PRINT PAY STUBS

Step 1: Under the My Payroll Section, you will click on “View Pay Stubs”.



Step 2: Next, you will see all pay stubs grouped by Calendar Year. You will go to the year you need, and click the box next to each pay you need. Click the Print Pay Stub icon to display the stubs.

Pay Stubs					
Check Listings Year-to-Date Totals					
Select the check listings you wish to print, then click the print icon. Only selected check listings will be printed.					
2019					
PRINT PAY STUB					
<input type="checkbox"/>	Check	↓ Check Date	Tax Profile	Net Pay	▼
<input checked="" type="checkbox"/>	180776133	04/05/2019	IL/IL/IL(1)	\$2,171.80	▼
<input checked="" type="checkbox"/>	178620761	03/22/2019	IL/IL/IL(1)	\$2,150.99	▼
<input checked="" type="checkbox"/>	176414959	03/08/2019	IL/IL/IL(1)	\$2,171.80	▼
<input checked="" type="checkbox"/>	174205468	02/22/2019	IL/IL/IL(1)	\$2,150.99	▼
<input type="checkbox"/>	172059440	02/08/2019	IL/IL/IL(1)	\$2,337.60	▼
<input type="checkbox"/>	169883414	01/25/2019	IL/IL/IL(1)	\$2,213.82	▼
<input type="checkbox"/>	167704682	01/11/2019	IL/IL/IL(1)	\$2,135.84	▼

Step 3: The stubs will appear and you can then click on the Export as PDF button to proceed with printing. If you need pays from multiple years, repeat steps 2-4 for each year.