How to Access Your Paystubs and/or Annual W-2 Statements

MYSELF	MY TEAM REPORTS	*	
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	My Information	Personal Accrued Time	
8	Personal Information	Annual Statements	
	Pay	Calculators	a niv
Sector 2	Time & Attendance	Tax Withholdings	s
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1. Select the MYSELF Tab >> Pay >> Pay Statements

2. Once you select Pay Statements, you will be able to see the Gross Amounts listed from the past biweekly pay dates. Select View Check to see more details as a paystub that you are able to print in PDF form.

Select	Notification	Options
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Pay Statements Pay Adjustments

View your available pay statements. Click the check image to display the information on the back of the check. Click Show Check to view the individual pay statement. You can view your pay statements as check images (default) or in a table format. Click View as Check images or View as Table. To view any available adjustments, click Pay Adjustments, then click a pay date to view adjustment details. A pay date may contain one or more adjustments.

VIEW AS TABLE 0000240338 06/12/2020 0000220345 05/29/2020 0000200339 05/15/2020 0000180487 05/01/2020 0000160494 04/17/2020 000014049 View Check View Check View Check View Check View Check



3. Select the MYSELF Tab >> Pay >> Annual Statements

4. Once you select Annual Statements, you will be able to see the various previous years listed under W-2 You will be able to print these as they will be in PDF format