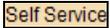
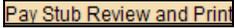
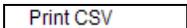
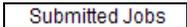
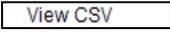


View and Print Your Pay Stub in CSV Format

1.	<p>To view your paystub you will need to navigate to Self Service.</p> <p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Pay Stub Review and Print link.</p> 
4.	<p>Your pay stubs will be listed with the most recent at the top. You can select the pay stub you wish to view by clicking on that pay stub's radio button.</p> <p>Click the Radio Button for the pay stub you wish to view.</p> 
5.	<p>Click the Select button.</p> 
6.	<p>This will bring up your pay stub information for the date you selected.</p>
7.	<p>If you would like to print the pay stub information the first step is to click the Form button.</p> <p>Click the Form button.</p> 
8.	<p>Click the Print CSV menu.</p> 
9.	<p>Note: Clicking OK does not send your pay stub information to the printer. It sends it to a job queue where you can open the document and then print it. The following steps will detail how to open and print the document.</p> <p>Click the OK button.</p> 
10.	<p>Click the Form button.</p> 
11.	<p>Click the Submitted Jobs menu.</p> 
12.	<p>The top row should be the most recent document you sent to the job queue.</p> <p>Make sure the Description says DONE. If it does not say DONE (it could say WAITING or PROCESSING) click the Find button at the top of the screen until the status changes to DONE.</p>

13.	Click the Check Box of the top line. 
14.	Click the Row button. 
15.	Click the View CSV menu. 
16.	Click the Open button. 
17.	Click the upper left hand corner of the spreadsheet.. 
18.	Double-click the line between column A and B. 
19.	The CSV document containing your pay stub information will be displayed. Depending on your version of Excel you can print the document by clicking on the windows icon in the upper left hand corner and then click Print, or you will click File and Print.
20.	You have completed the View and Print Your Paystub lesson. End of Procedure.