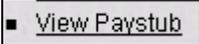
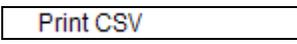
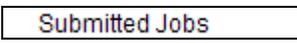
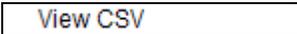
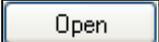
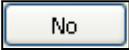
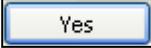


View and Print Your Paystub in CSV Format

Step	Action
1.	Go to LINK.NE.GOV and click the View Paystub link at the bottom of the page. 
2.	Enter your User ID in the User ID field.
3.	Click in the Password: field. 
4.	Enter your password in the Password field.
5.	Click the Sign In button. 
6.	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. Click the Radio Button for the you wish to view. 
7.	Click the Select button. 
8.	This will bring up your pay stub information for the date you selected.
9.	If you would like to print the pay stub information the first step is to click the Form button. Click the Form button. 
10.	Click the Print CSV menu. 
11.	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. Click the OK button. 
12.	Click the Form button. 
13.	Click the Submitted Jobs menu. 

Step	Action
14.	<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>
15.	<p>Click the Check Box of the top line.</p> 
16.	<p>Click the Row button.</p> 
17.	<p>Click the View CSV menu.</p> 
18.	<p>Click the Open button.</p> 
19.	<p>Click the upper left hand corner of the spreadsheet..</p> 
20.	<p>Double-click the line between column A and B.</p> 
21.	<p>The CSV document containing your pay stub information will be displayed.</p> <p>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.</p>
22.	<p>Click the Close button.</p> 
23.	<p>Click the No button.</p> 
24.	<p>Click the Close button.</p> 
25.	<p>Click the Close button.</p> 
26.	<p>Click the Close button.</p> 

Step	Action
27.	<p>You will get a notice that the application is closing and will be asked if you wish to close the window.</p> <p>Click the Yes button. This signs you out of the Payroll & Financial Center and ends your session.</p> <p>Note: If you click No you will still be signed out of the Payroll & Financial Center.</p> 
28.	<p>You have completed the View and Print Your Paystub in CSV format lesson.</p> <p>End of Procedure.</p>