

## **View and Print Your Paystub**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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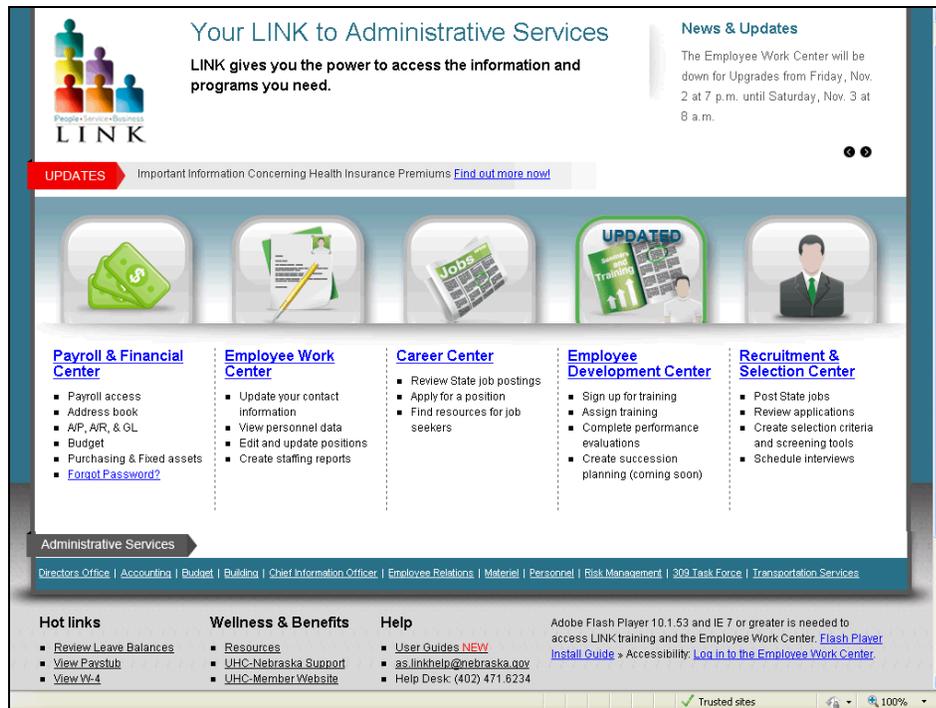


# View and Print Your Paystub

## View and Print Your Paystub

### Procedure

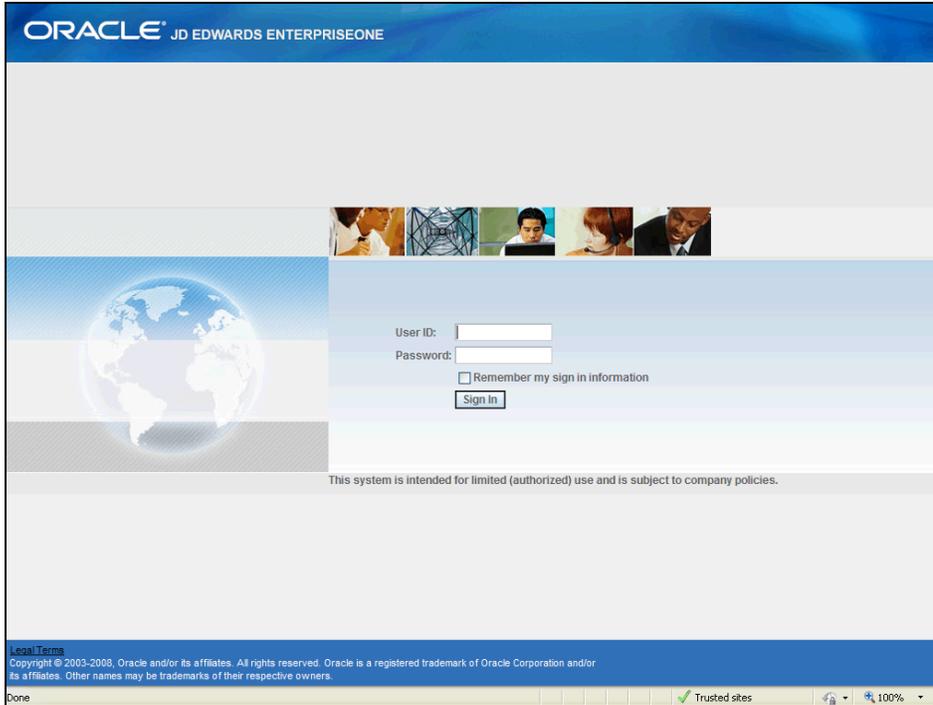
In this lesson you will learn how to view and print your pay stub.



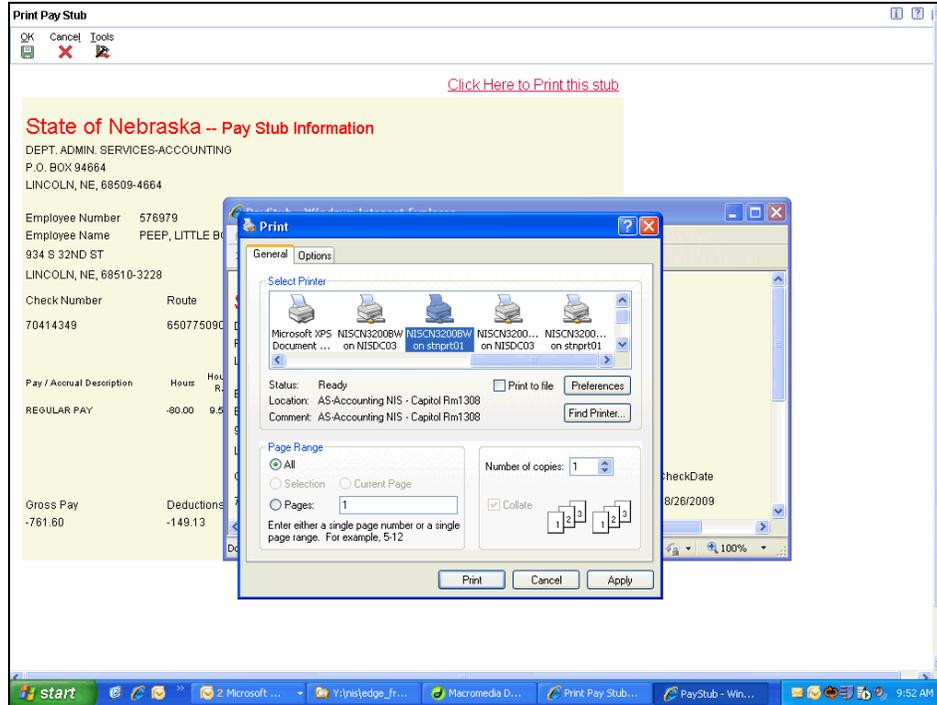
Step	Action
1.	Go to <a href="http://LINK.NE.GOV">LINK.NE.GOV</a> and click the <b>View Paystub</b> link. <a href="#">View Paystub</a>

# Training Guide

## View and Print Your Paystub



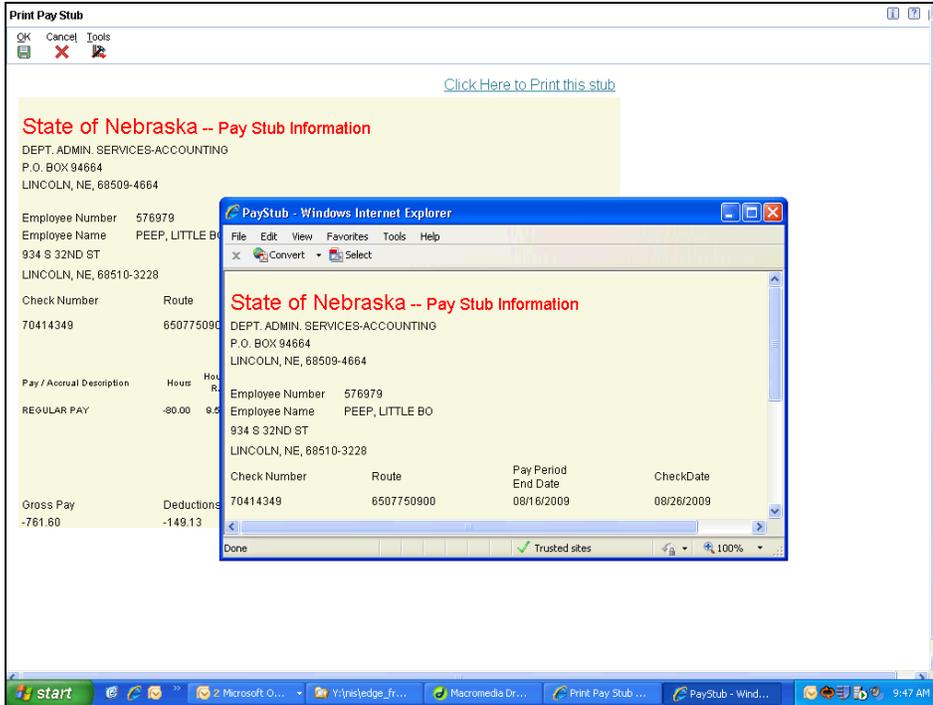
Step	Action
2.	Enter your User ID in the <b>User ID</b> field.
3.	Click in the <b>Password:</b> field. <input type="text"/>
4.	Enter your password in the <b>Password</b> field.
5.	Click the <b>Sign In</b> button. <input type="button" value="Sign In"/>
6.	Your pay stubs will be listed with the most recent at the top. You can select the pay stub you wish to view by clicking on that pay stub's radio button.  Click the <b>Radio Button</b> for the pay stub you wish to view. <input type="radio"/>
7.	To view the pay stub you selected click the <b>Pay Stub Review / Print</b> button. <input type="button" value="Pay Stub Review / Print"/>
8.	Your pay stub information will be displayed for you to review.
9.	If you would like to print the pay stub click the <b>Click Here to Print this stub</b> link.
10.	After clicking " <b>Click Here to Print this stub</b> " a second window with your pay stub will open as well as a Print prompt window.



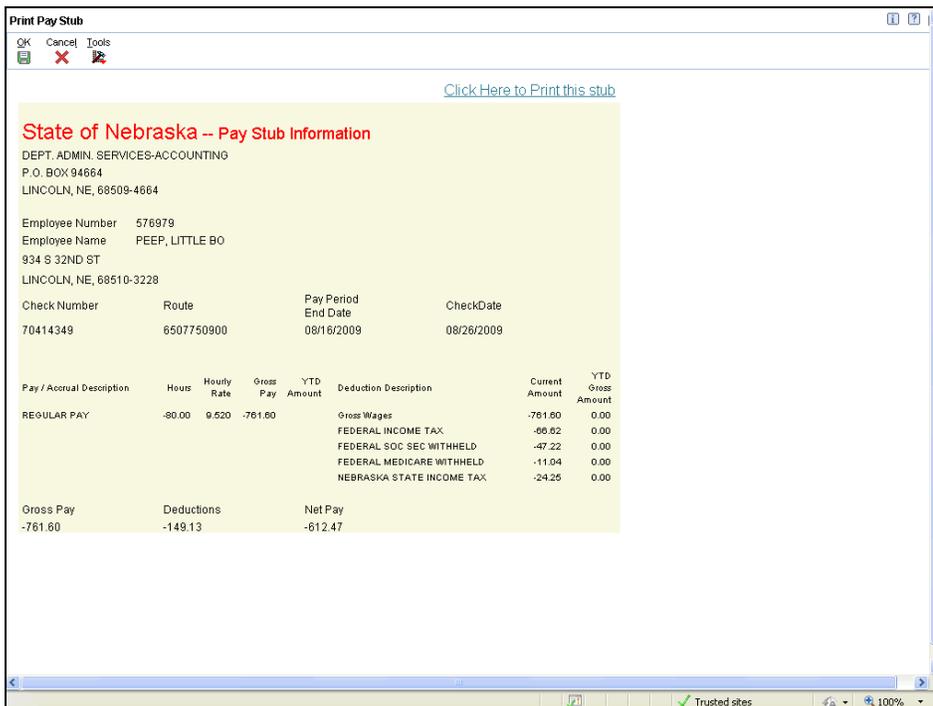
Step	Action
11.	<p>Make sure the proper printer is selected.</p> <p>After selecting your printer click the <b>Print</b> button.</p> 
12.	<p>After clicking the Print button your pay stub will print at the printer you selected.</p>

# Training Guide

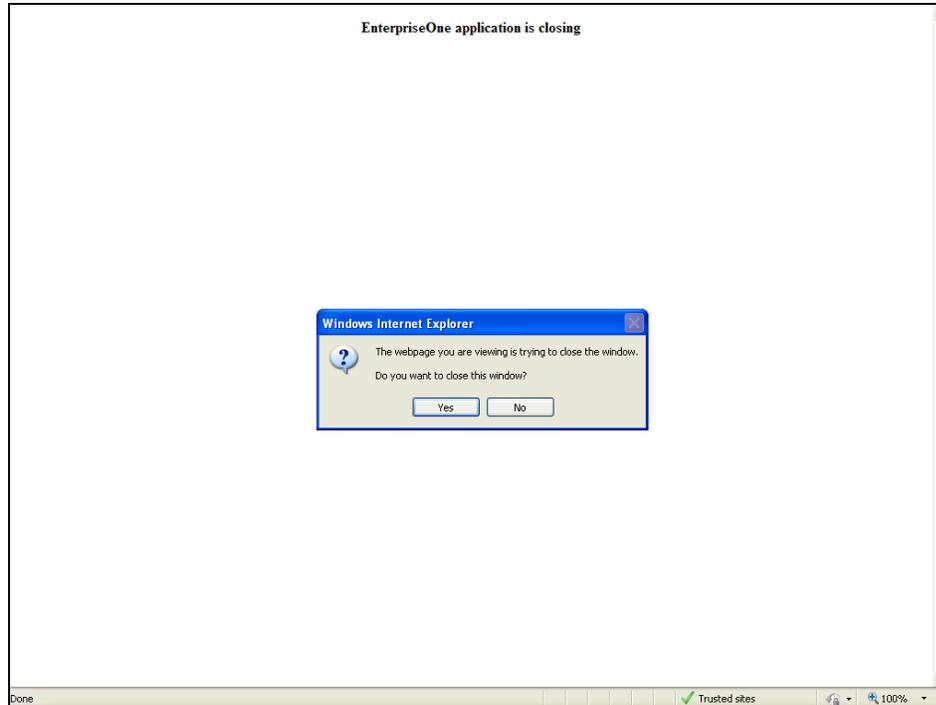
## View and Print Your Paystub

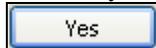


Step	Action
13.	Click the <b>Close</b> (red X) button of the Pay Stub window.



Step	Action
14.	When you are finished reviewing and/or printing the pay stub click the <b>OK</b> button. 
15.	When you are finished click the <b>Close</b> button. 



Step	Action
16.	<p>You will get a notice that the Payroll &amp; Financial Center application is closing and will be asked if you wish to close the window.</p> <p>Click the <b>Yes</b> button. This signs you out of the Payroll &amp; Financial Center and ends your session.</p> <p><b>Note:</b> If you click No you will still be signed out of the Payroll &amp; Financial Center.</p> 
17.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## View and Print Your Paystub in CSV Format

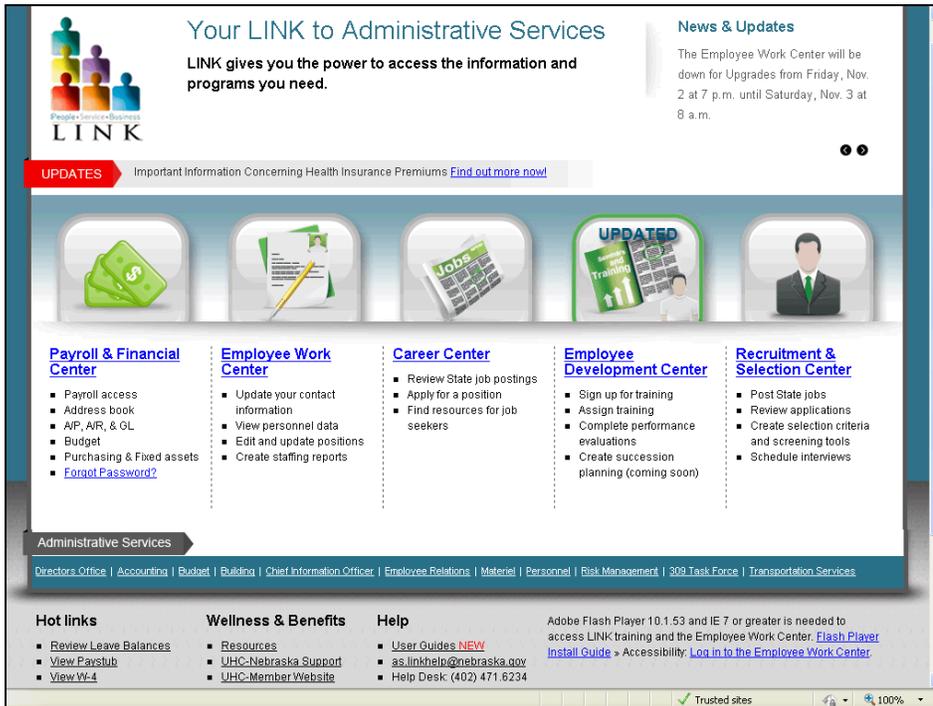
### Procedure

# Training Guide

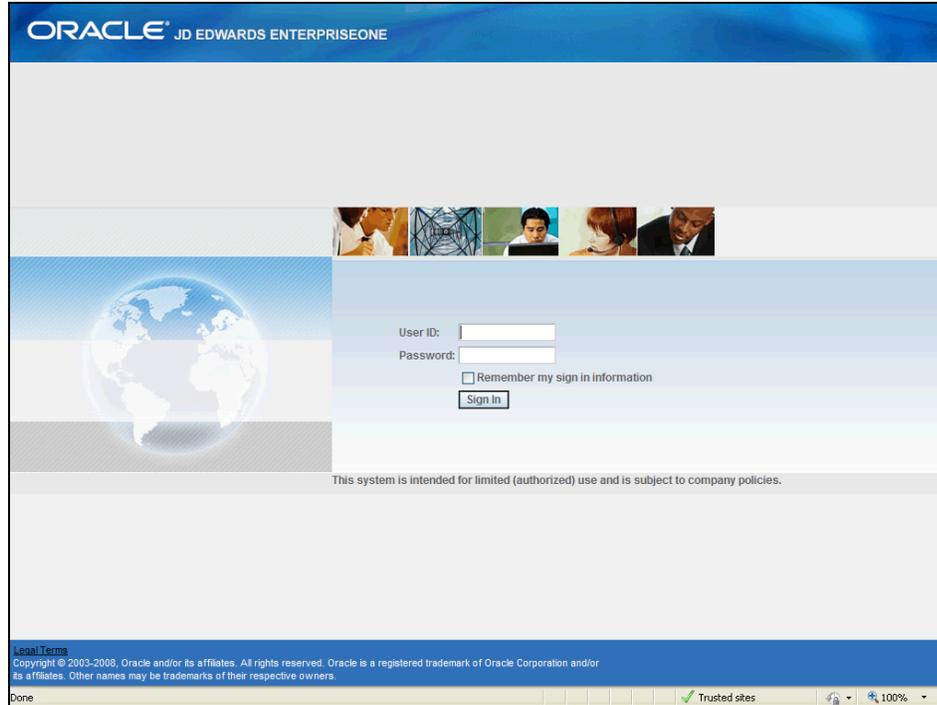
## View and Print Your Paystub



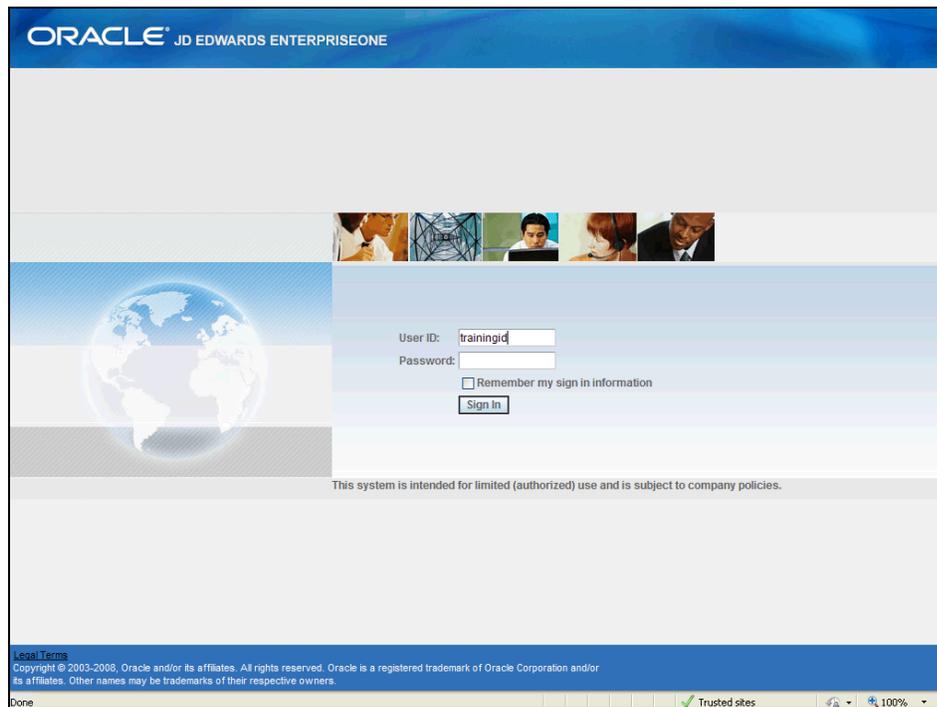
This lesson will show you how to view and print your pay stubs within the Payroll & Financial Center in the CSV format.



Step	Action
1.	<p>Go to <a href="http://LINK.NE.GOV">LINK.NE.GOV</a> and click the <b>View Paystub</b> link at the bottom of the page.</p> <ul style="list-style-type: none"> <li>■ <a href="#">View Paystub</a></li> </ul>



Step	Action
2.	Enter your User ID in the <b>User ID</b> field.



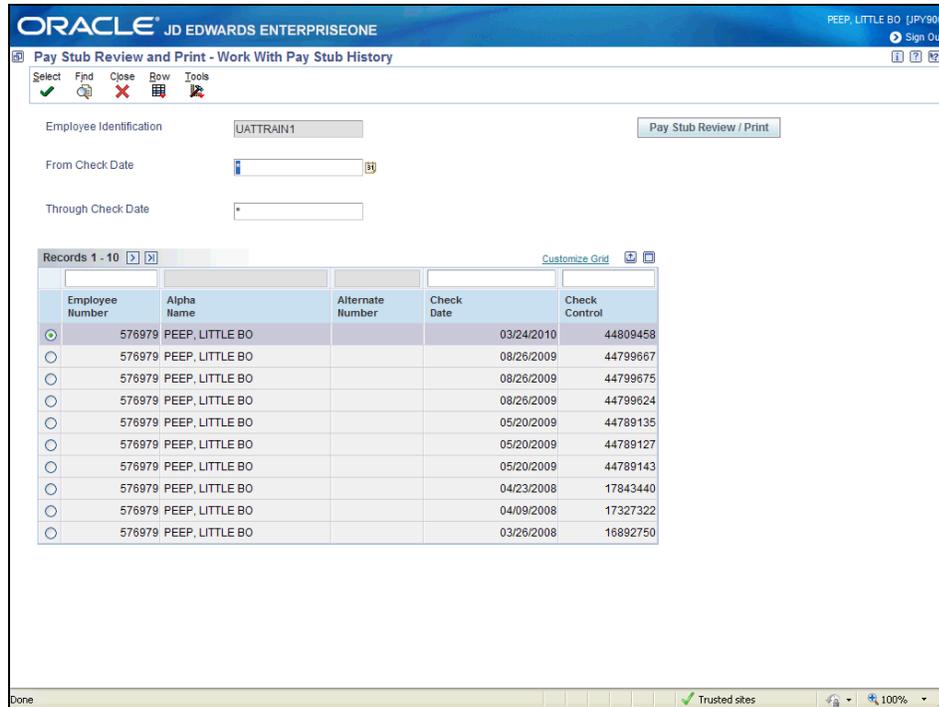
# Training Guide

## View and Print Your Paystub

Step	Action
3.	Click in the <b>Password:</b> field. <input type="text"/>



Step	Action
4.	Enter your password in the <b>Password</b> field.
5.	Click the <b>Sign In</b> button. <input type="button" value="Sign In"/>



Step	Action
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 <b>Radio Button</b> for the you wish to view. 
7.	Click the <b>Select</b> button. 
8.	This will bring up your pay stub information for the date you selected.

# Training Guide

## View and Print Your Paystub



ORACLE JD EDWARDS ENTERPRISEONE PEEP, LITTLE BO [JPY900] Sign Out

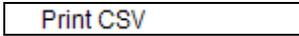
Pay Stub Review and Print - Pay Stub History Information

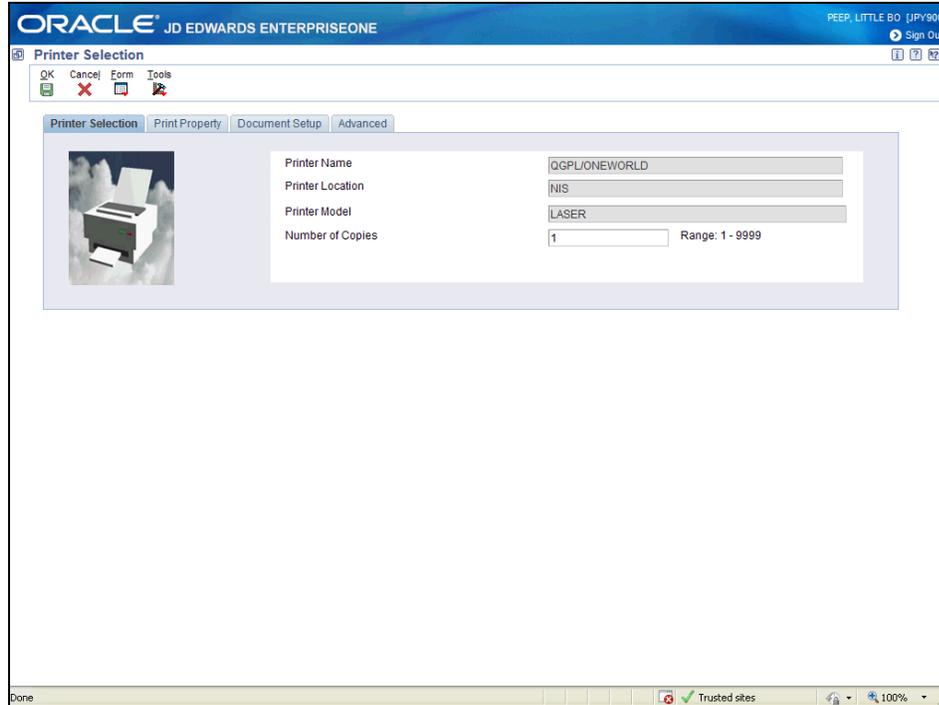
Employee Number: 576979      PEEP, LITTLE BO      Route: 6507750900     

Check Date: 08/26/2009      Check No.: 70414349

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	REGULAR PAY	80.00-	9.520	761.60-			GROSS WAGES	-761.60	
2								FEDERAL INCOME TAX	-66.62	
3								FEDERAL SOC SEC WITHHE...	-47.22	
4								FEDERAL MEDICARE WITHH...	-11.04	
5								NEBRASKA STATE INCOME T...	-24.25	

Gross Pay: 761.60-      -      Deductions: 149.13-      =      Net Pay: 612.47-

Step	Action
9.	<p>If you would like to print the pay stub information the first step is to click the <b>Form</b> button.</p> <p>Click the <b>Form</b> button.</p> 
10.	<p>Click the <b>Print CSV</b> menu.</p> 



Step	Action
11.	<p><b>Note:</b> 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 <b>OK</b> button.</p> 

# Training Guide

## View and Print Your Paystub



ORACLE JD EDWARDS ENTERPRISEONE PEEP, LITTLE BO [JPY900] Sign Out

Pay Stub Review and Print - Pay Stub History Information

Employee Number: 576979      PEEP, LITTLE BO      Route: 6507750900     

Check Date: 08/26/2009      Check No.: 70414349

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	REGULAR PAY	80.00-	9.520	761.60-			GROSS WAGES	-761.60	
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5								NEBRASKA STATE INCOME T...	-24.25	

Gross Pay: 761.60-      -      Deductions: 149.13-      =      Net Pay: 612.47-

Step	Action
12.	Click the <b>Form</b> button. 
13.	Click the <b>Submitted Jobs</b> menu. <input type="button" value="Submitted Jobs"/>
14.	The top row should be the most recent document you sent to the job queue.  Make sure the <b>Description</b> says <b>DONE</b> . If it does not say <b>DONE</b> (it could say <b>WAITING</b> or <b>PROCESSING</b> ) click the Find button at the top of the screen until the status changes to <b>DONE</b> .

ORACLE JD EDWARDS ENTERPRISEONE

PEEP, LITTLE BO [JPY900] Sign Out

Pay Stub Review and Print - Submitted Job Search

Select Find Delete Close Row Tools

Host \*

User ID UATTRAIN1

Job Queue \*

Records 1 - 17

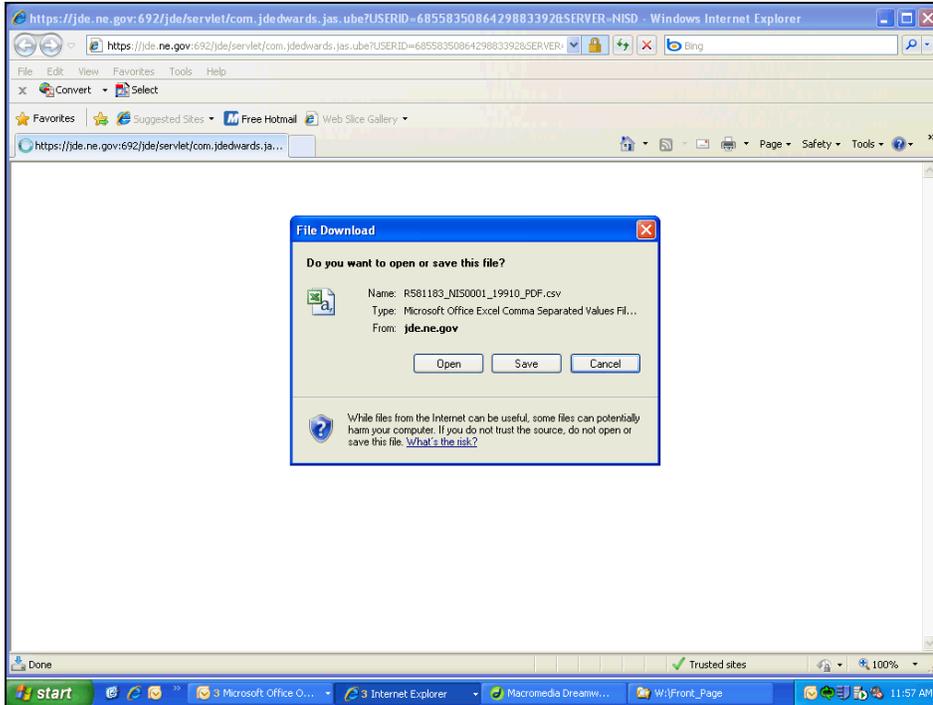
Submit Type	Queue	Date Job Submitted	Time Job Submitted	Process ID	Status	Description	Type	User	Job Details
<input type="checkbox"/>	BV	QUICK	03/17/2010 11:55:50	470221	D	DONE	UBE	UATTRAIN1	R581183_NIS0001_199
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:15:27	416658	D	DONE	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:13:07	416649	D	DONE	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:10:24	416644	D	DONE	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/15/2010 16:30:55	415071	D	DONE	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:43	414577	D	DONE	UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:21	414574	D	DONE	UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/14/2010 15:57:11	414183	D	DONE	UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	QE810	01/14/2010 15:55:28	414174	D	DONE	UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:18:36	414096	D	DONE	UBE	UATTRAIN1	R41413_NIS0001_1392
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:16:42	414083	D	DONE	UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 13:02:35	414035	D	DONE	UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 13:02:02	414034	D	DONE	UBE	UATTRAIN1	R41413_NIS0001_1391
<input type="checkbox"/>	BV	RBATCH	01/14/2010 12:59:28	414023	D	DONE	UBE	UATTRAIN1	R41413_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:38:47	413220	D	DONE	UBE	UATTRAIN1	R41410A_NE999003_139
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:31:53	413219	D	DONE	UBE	UATTRAIN1	R41411_NE999004_139
<input type="checkbox"/>	BV	RBATCH	01/07/2010 09:50:49	409834	D	DONE	UBE	UATTRAIN1	R5509170_NIS0001_139

Done Trusted sites 100%

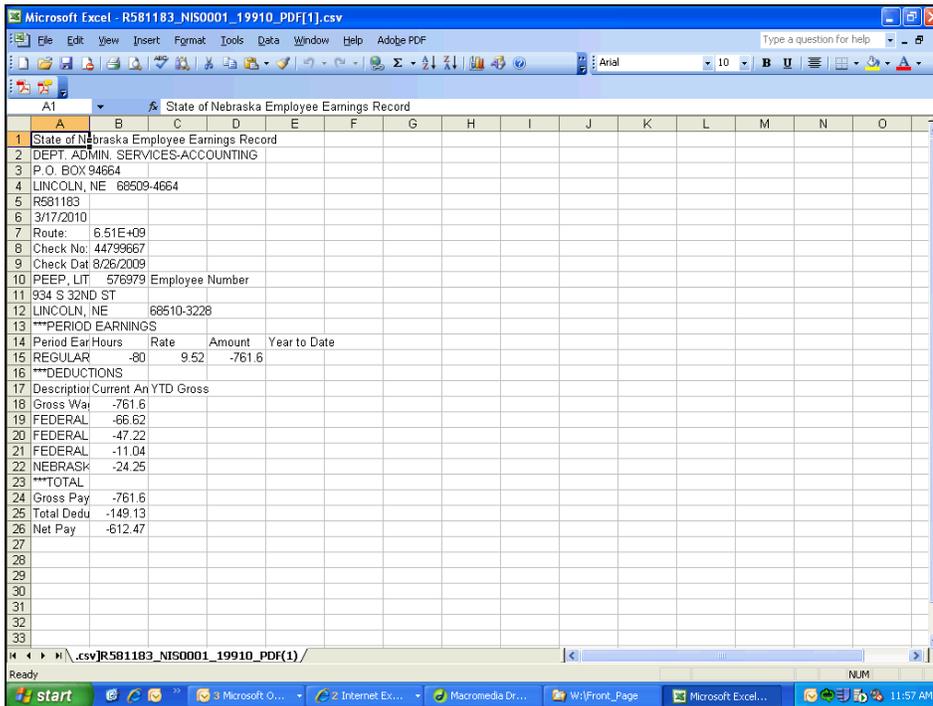
Step	Action
15.	Click the <b>Check Box</b> of the top line. <input type="checkbox"/>
16.	Click the <b>Row</b> button. 
17.	Click the <b>View CSV</b> menu. <input type="button" value="View CSV"/>

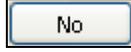
# Training Guide

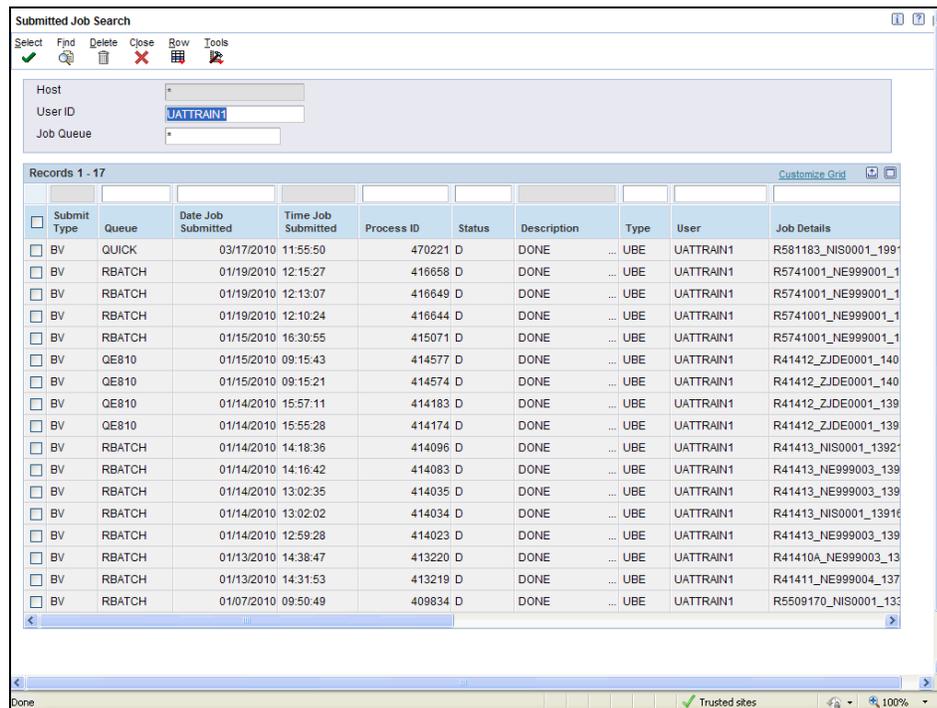
## View and Print Your Paystub



Step	Action
18.	Click the <b>Open</b> button.



Step	Action
19.	Click the upper left hand corner of the spreadsheet. 
20.	Double-click the line between column A and B. 
21.	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.
22.	Click the <b>Close</b> button. 
23.	Click the <b>No</b> button. 



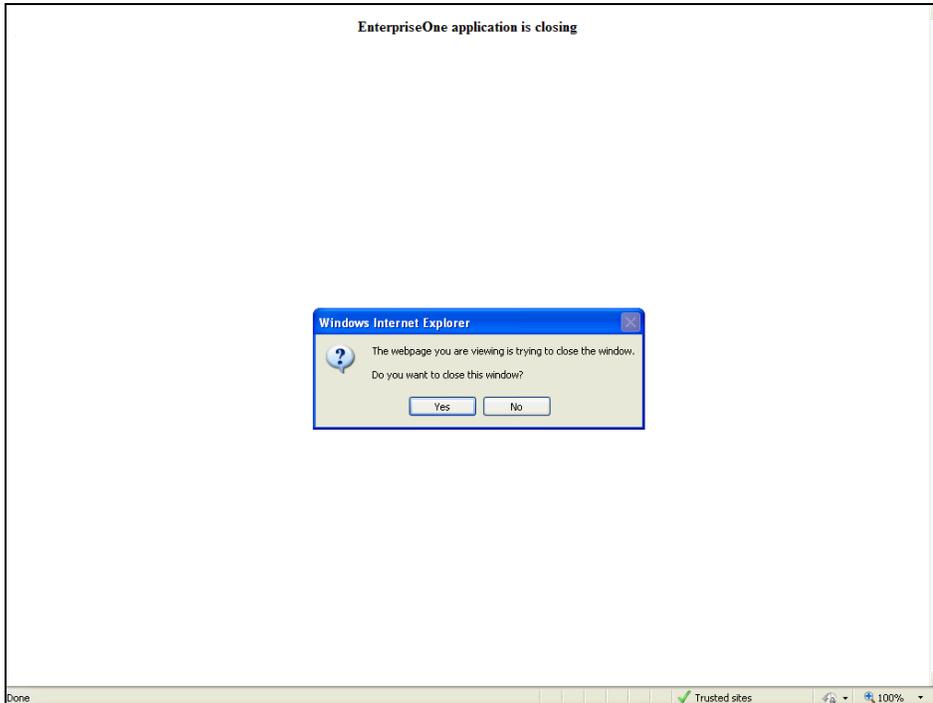
Submit Type	Queue	Date Job Submitted	Time Job Submitted	Process ID	Status	Description	Type	User	Job Details	
<input type="checkbox"/>	BV	QUICK	03/17/2010 11:55:50	470221	D	DONE	...	UBE	UATTRAIN1	R581183_NIS0001_199
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:15:27	416658	D	DONE	...	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:13:07	416649	D	DONE	...	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/19/2010 12:10:24	416644	D	DONE	...	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	RBATCH	01/15/2010 16:30:55	415071	D	DONE	...	UBE	UATTRAIN1	R5741001_NE999001_1
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:43	414577	D	DONE	...	UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/15/2010 09:15:21	414574	D	DONE	...	UBE	UATTRAIN1	R41412_ZJDE0001_140
<input type="checkbox"/>	BV	QE810	01/14/2010 15:57:11	414183	D	DONE	...	UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	QE810	01/14/2010 15:55:28	414174	D	DONE	...	UBE	UATTRAIN1	R41412_ZJDE0001_139
<input type="checkbox"/>	BV	RBATCH	01/14/2010 14:18:36	414096	D	DONE	...	UBE	UATTRAIN1	R41413_NIS0001_1392
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<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:38:47	413220	D	DONE	...	UBE	UATTRAIN1	R41410A_NE999003_13
<input type="checkbox"/>	BV	RBATCH	01/13/2010 14:31:53	413219	D	DONE	...	UBE	UATTRAIN1	R41411_NE999004_137
<input type="checkbox"/>	BV	RBATCH	01/07/2010 09:50:49	409834	D	DONE	...	UBE	UATTRAIN1	R5509170_NIS0001_133

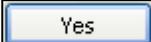
Step	Action
24.	Click the <b>Close</b> button. 

# Training Guide

## View and Print Your Paystub

Step	Action
25.	Click the <b>Close</b> button. 
26.	Click the <b>Close</b> button. 



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 <b>Yes</b> button. This signs you out of the Payroll &amp; Financial Center and ends your session.</p> <p><b>Note:</b> If you click No you will still be signed out of the Payroll &amp; Financial Center.</p> 
28.	<p>You have completed the View and Print Your Paystub in CSV format lesson.</p> <p><b>End of Procedure.</b></p>