Quick Reference	Pay Stub Review and Print
	Please __print this Quick Reference Card__ to help guide you through the process of viewing and printing your paystub.

To	Do This

Pay Stub Review and Print	## Steps
	
	It is highly recommended that you print this Quick Reference Card to use as a guide when viewing and printing your paystub.
	
	Before you begin, make sure you have the correct settings for Internet Explorer. The Internet Explorer 7.0 settings for NIS can be found at: http://nis.ne.gov, and click on the **Internet Explorer 7.0 Settings** button.
	
	1. Go to the sign on page for NIS at https://nis.ne.gov.
	
	2. Click on the **Sign onto NIS button**, and enter your User ID and Password.
	
	   If you have forgotten your User ID please contact your Human Resources representative to obtain it.
	
	   If you do not remember your password, click on the **Forgot Password** button.
	
	3. On the menu on the left hand side of the screen select **NIS State of Nebraska**, then select **Self Service**, then select **Pay Stub Review and Print**.
	
	4. Choose the pay stub you would like to review and click **Select** from the menu bar at the top.
	
	5. To print the information, click **Form**, and then **Print** or **Print CSV**. When the Printer Selection window appears click **OK**.
	
	   Selecting **Print** will open a PDF document. Selecting **Print CSV** will open a Microsoft Excel document. It is up to your personal preference as to which one to select.
	
	6. Click **Form**, and then click on **Submitted Jobs**.
	
	7. This will take you to the **Submitted Job Search** screen, and the top row will be the most recent job you submitted. Make sure the **Description** says **DONE**. If it does not, click **Find** to refresh the screen until it does say **DONE**. Next select the top row by clicking the box to the left of the row. Then click on **Row**, and then **View PDF** (if you ran a PDF) or **View CSV** (if you ran a CSV).
	
	• This will bring your information up in either a printable PDF document or a Microsoft Excel document.
	
	If you have difficulty viewing the PDF document, make sure your Internet Explorer settings are correct. You can find the settings on the NIS Sign On Screen (https://nis.ne.gov) and click on the **Internet Explorer 7.0 Settings** button, or click here: http://www.das.state.ne.us/nis/tech_help/tech_info_help/Internet_Expl7_Settings_QRC.pdf.
	
	• For more detailed instructions with screen shots and how to print, go to this link: http://www.das.state.ne.us/nis/trainingmanuals/810_training_manuals/hrp/HRP_WI_L7_T3.a_ESS_Pay_Stub_Review.pdf.

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