Job Aid

How to View Your Payslip – All Employees

This Job Aid walks employees through the process of how to view your **Payslip** using **Employee Self Service (ESS)**.

Audience**: All Employees**

How to View Your Payslip

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
1.	From the GUS Cloud Springboard click on the **Me** tab.
2.	Click on **Show More** under the **Quick Actions** on the left.
3.	Click on **Payslips** under the **Pay** header.
4.	This will now display a listing of your payslips. To view a payslip click on the **PAYSLIP** you want to view. This will ask you to open or save the file.
5.	Payslips can be saved and/or printed.