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## Print or Email a Pay Stub

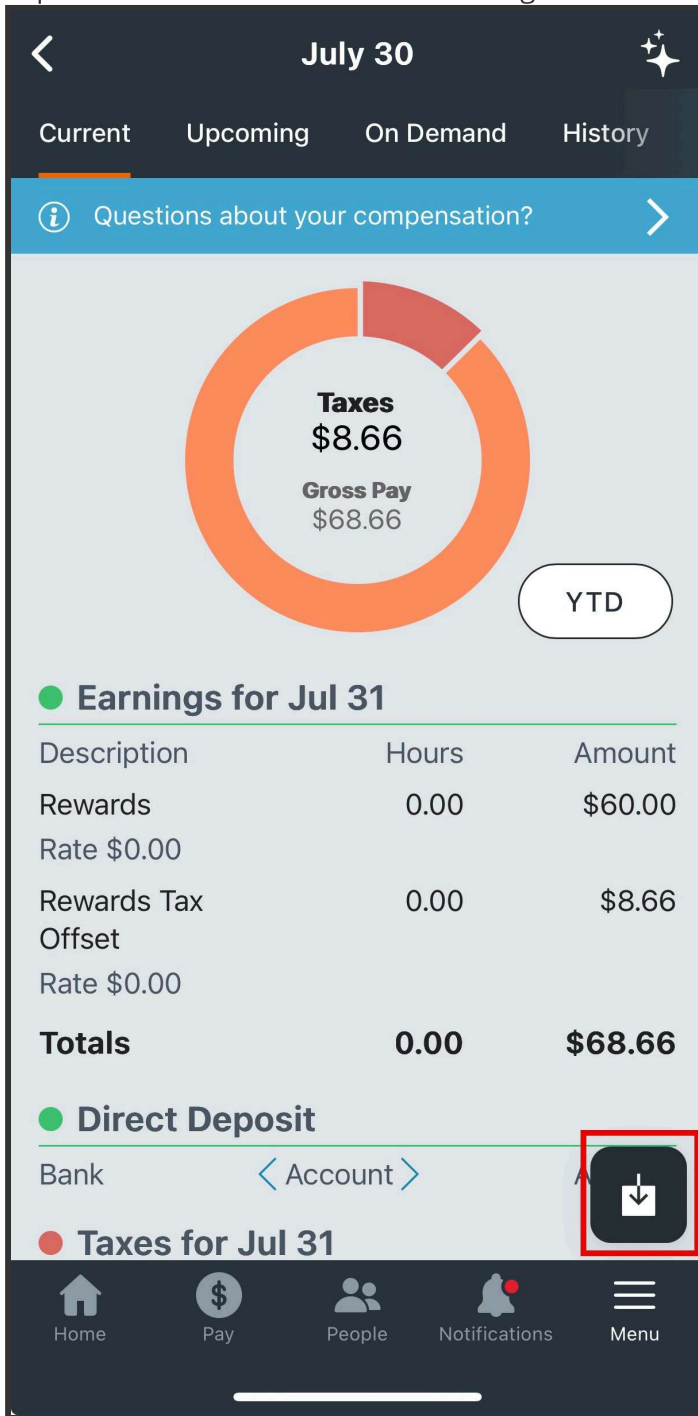
### Web

1. Navigate to **HR & Payroll > Employees > Current Check**.
  - 📄 **NOTE:** Administrators can navigate to **HR & Payroll > Employees > Select Employee > Pay > Checks**.
2. Select a **Check Date**.
3. Select **Download Paystub**.
4. Determine whether to set a password:
  - Enter a password to protect the PDF file. It is not possible to disable the password.
    1. Enter a password for protection.
    2. Select **View PDF**.
    3. Enter the password again to view the PDF.
  - For no password protection:
    1. Enable **Do not password protect this information: my computer is secure and free from spyware or other potential unauthorized access**.
    2. Select **View PDF**.
5. Select the **Print** icon to print the check(s).

### Mobile

1. Access Pay in the Paylocity Mobile App.
2. View the most recently issued check in the **Current** tab. The display defaults to the check's net pay, earnings, and direct deposit information.
3. Tap the other pieces of the graph to view the check's **Benefits, Deductions, and Taxes** information. Users can also scroll down to see more details.
4. Tap the **YTD** button next to the graph to toggle between the current check's information and the profile's **Year to Date** data.
5. Tap **<Account>** in the **Direct Deposit** area to switch the column's display between the account's ID number and the account's **Type**, such as checking, savings, or pay card.

6. Tap the Download icon at the bottom-right corner of the **Current** tab to view the check stub.



7. Tap **Share** to save or send the check stub.

**ADDITIONAL INFORMATION:** Reference Apple Support or Google Support to view, read, and email downloaded PDFs on an iOS or Android device.

- Apple Support (iOS):
  - Modify files and folders in Files on iPhone
  - Read PDF documents in the Books app on iPhone
  - Add email attachments in Mail on iPhone
- Google Support (Android):
  - View your files
  - Open, manage and edit PDFs in Files by Google
  - Send attachments with your Gmail message

# Pay Stub Information

- Current and prior check information is only displayed if the user has a check history in HR & Payroll.
- Paylocity sends push notifications via Paylocity Mobile to notify users when checks are available for viewing.
  - Such notifications normally go out at 10:00 AM CT on the company's check date in HR & Payroll.
  - Users must have notifications enabled for the app on that mobile device.
- Historical wages appear in a check stub when selecting a historical check date. For checks loaded as prior-to-service wages, the check stubs may appear blank if the historical information did not have a bank account associated with the transaction.
- When selecting **Download Paystub**, the download will pull company and employee demographic information that was on file at the time the payroll was processed.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001009/content/PCTY-60687>