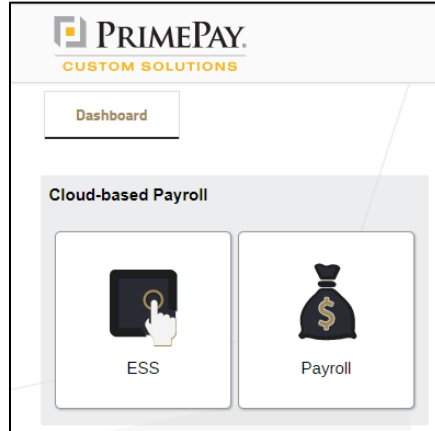
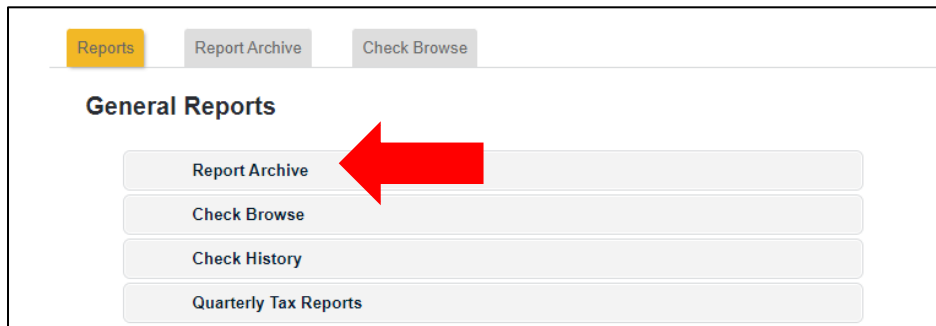


How To - Retrieve Check Stubs

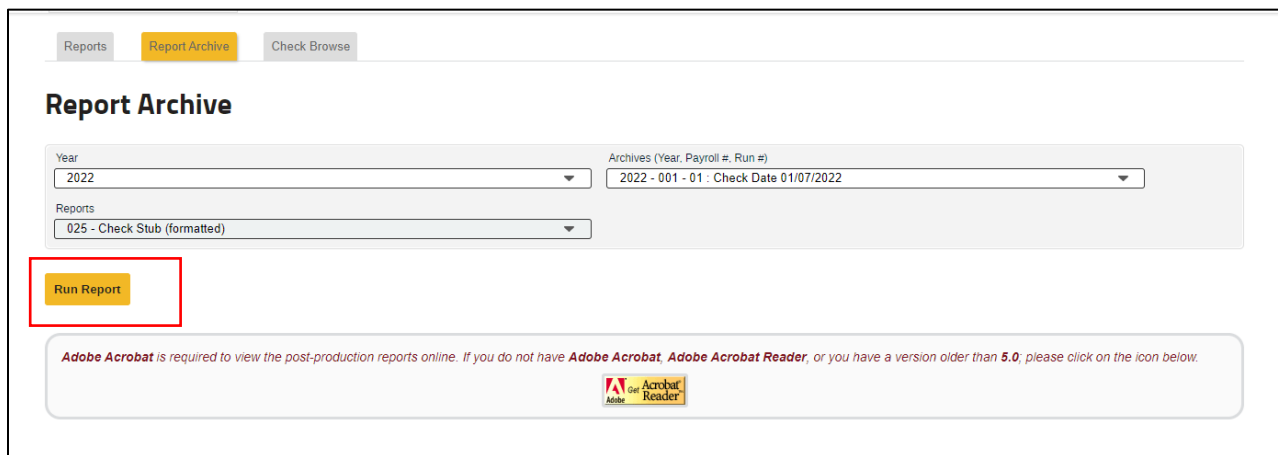
1. Click **Payroll** on the PrimePay Dashboard



2. Select the PrimePay **division**.
3. Select **Reports** on the left menu.
4. Select **Report Archive**.



5. Select a **Year** and **Check Date** from the top drop-down menus
6. Select the report titled **025- Check Stub (formatted)** from the drop-down menu
7. Click **Run Report**



8. A PDF will appear, which can be saved.
9. Repeat as needed for additional pay periods and payroll divisions.

Check stubs could be requested by employees for 2022 for mortgage and other loan requests. Starting in August 2022, download this report for each payroll run.