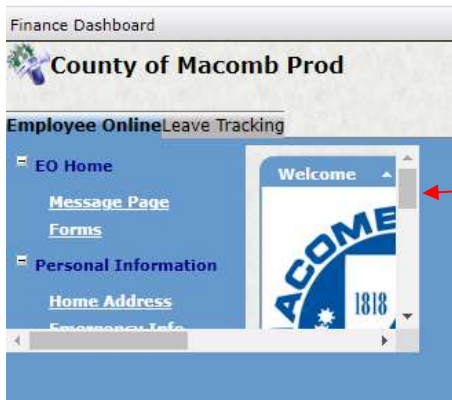
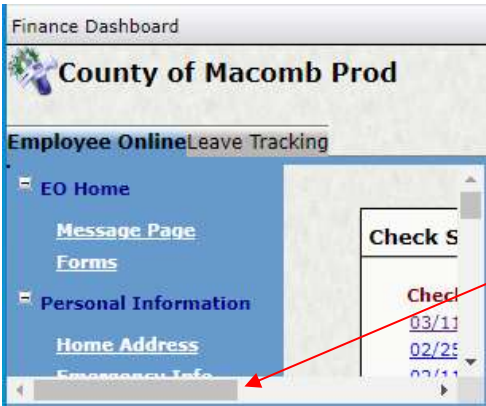


Viewing stubs in Employee Online using Chrome



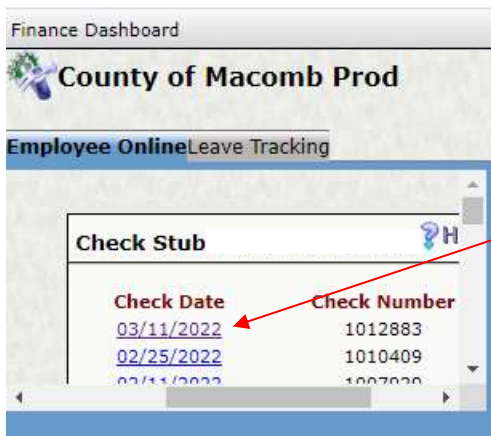
Once you sign into Employee Online, a small box will appear near the top left of the screen. You will not be able to expand the box size.

Use the scroll bar at the right to scroll down to Check Stubs

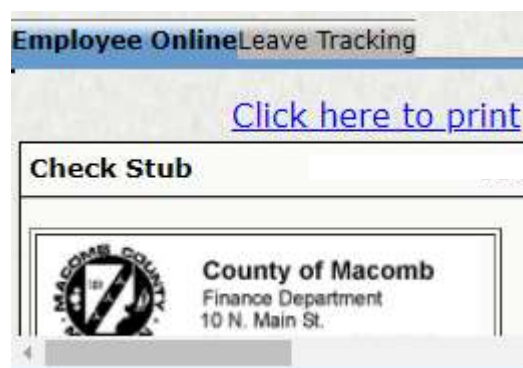


Once you click on Check Stubs you will see check dates appear at the right

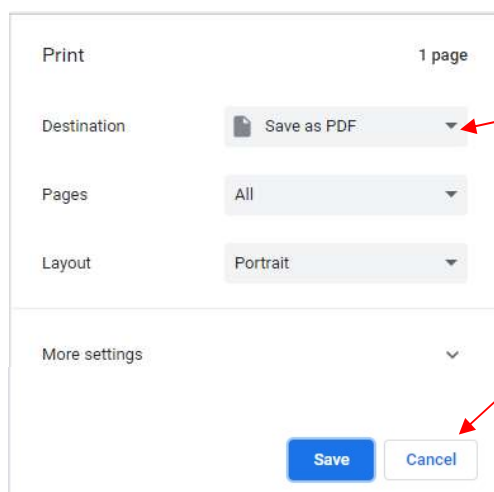
Use the scroll bar at bottom to scroll to the right and view all check date links



Click on the link for the check date you wish to view, save or print



Once the check stub opens and you see the logo, click on the link above the stub to print, save or view the stub



Use the Destination drop down menu to pick whether you would like to send your check to a printer or save a pdf copy.

If you are only interested in viewing your stub, click the Cancel button to open a full size stub.