

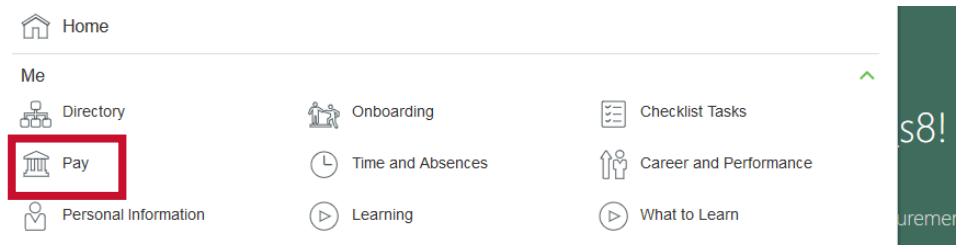
PAYROLL: Accessing Your Payslip

I. You can access the **Payslip** task in two ways:

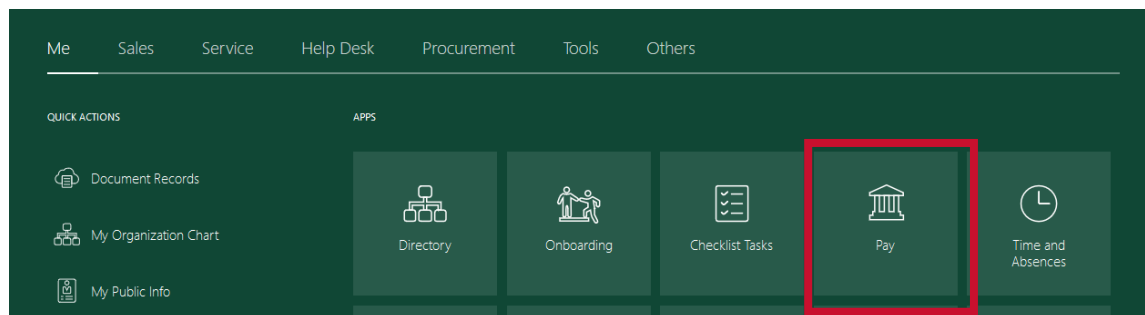
- a. Click the Navigator icon in upper left-hand corner of the Ignite landing page.



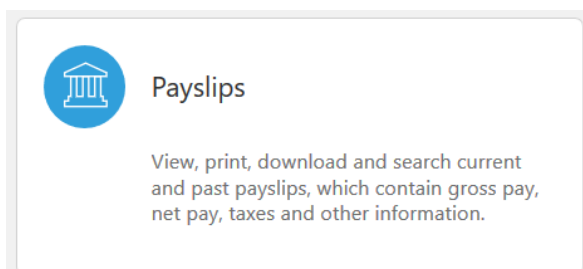
- b. Under the **Me** section click the drop-down arrow and select **Pay**.



- c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Pay** tile.

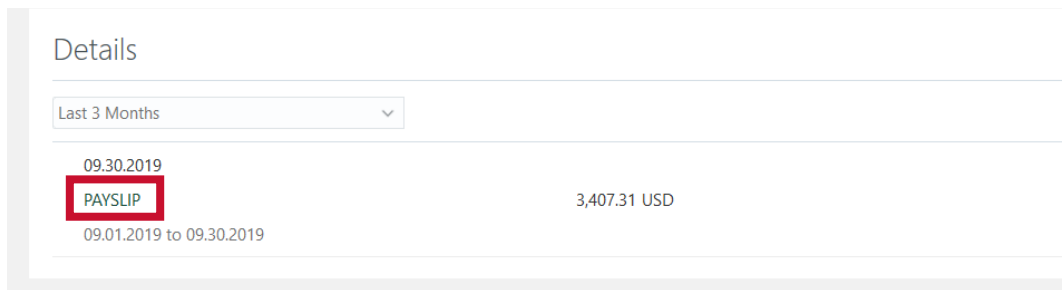


2. Select **Payslips**.

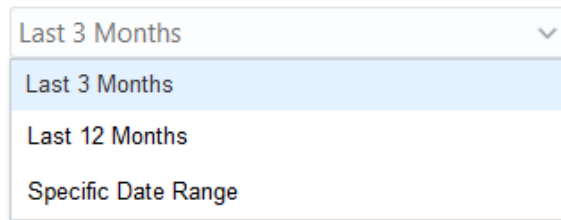


3. After entering the **Payslip** page, to view a certain payslip, select **PAYSLIP**.

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4. In order to view payslips from previous months, select the drop-down menu to choose the wanted search criteria. Below are the options:



5. After selecting the payslip, the following screen will be presented. Either select to **Open with Adobe Acrobat Reader DC** or select **Save File** if you want to save it. Once selected, the payslip will be viewable.

