

How to View Your Paycheck Stubs

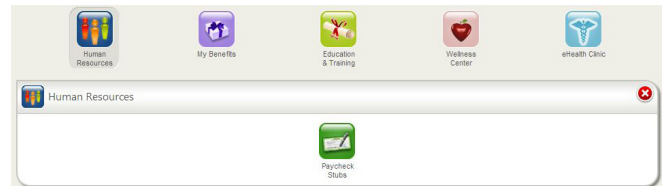
Follow these easy steps to review and print your paycheck stubs anytime, anywhere!

Step 1: Log-in to www.MyBenefitsChannel.com

- Go to www.MyBenefitsChannel.com and log-in using your username and password.
- If it's your first time visiting the site, click the "Register Here" button to create your username and password.

Step 2: Navigate to the Paycheck Stub app

- Once you are logged in to MyBenefitsChannel.com, navigate to the Human Resources app dashboard
- Depending on your group's settings, you may need to click the Human Resources icon to open the dashboard
- Once the Human Resources app dashboard is open, click the Paycheck Stub app icon



Step 3: Find your paycheck stubs

- The Paycheck Stub app displays the check date, number, and amount for checks within the last 6 months by default
- To view checks from other dates, adjust the start/end dates(s) and click "Refresh"
- Click "View Check" link to view the desired paycheck stub

A screenshot of the 'Paycheck Stubs' app interface. It shows a search bar with 'Start Date: 9/14/2012' and 'End Date: 3/14/2013'. Below the search bar is a table with the following columns: CHECK DATE, CHECK NUMBER, and CHECK AMOUNT. The table contains several rows of data, each with a 'View Check' link to the right.

CHECK DATE	CHECK NUMBER	CHECK AMOUNT	
2/18/2013	300140007	2,955.20	View Check
1/18/2013	300130007	2,955.20	View Check
12/18/2012	300120007	2,955.20	View Check
11/18/2012	300110007	2,955.20	View Check
10/18/2012	300100007	2,955.20	View Check
9/18/2012	300090007	2,955.20	View Check

Step 4: View and print your paycheck stubs

- Once the paycheck stub opens, you will be able to see all the details for your paycheck, just as you would on a paper stub
- *Please note: Your electronic paycheck stub may look somewhat different from your paper stubs, this is normal*
- To print your paycheck stub, click the "Print" link in the upper left corner of the screen
- Click the "Close" link in the upper right corner of the screen to close your paycheck stub and return to the paycheck stub list view

A screenshot of a detailed paycheck stub. It includes employee information (James Smith Demo, Franklin, TN, 37068), check number (100041292), and check date (1/18/2013). The stub is divided into two main sections: 'Earnings' and 'Deductions'. The 'Earnings' section shows 'Gross Pay' of 4,332.41 and 'Net Pay' of 2,955.20. The 'Deductions' section shows various pre-tax and post-tax deductions totaling 1,377.21.

Row/Days	Rate	Current	YTD	** Pre Tax Deductions	Current	YTD	
TEACHERS	0.00	0.00	4,232.41	NETROPOLITAN	29.41	29.41	
CAREER LADDER	1.00	100.00	100.00	HEI MEDICAL REIMBURSEMENT	33.00	33.00	
Gross Pay		4,332.41	4,332.41	VISION	20.58	20.58	
FIT		191.93	191.93	DENTAL	88.57	88.57	
SOCIAL SECURITY		228.66	228.66	MEDICARE PPPD CIGN & FAM	502.21	502.21	
MEDICARE		53.48	53.48	RETIRE CODE 24	216.62	216.62	
* Pre Tax Deductions		890.39	890.39	Total	890.39	890.39	
** Post Tax Deductions		12.75	12.75	** Post Tax Deductions	Current	YTD	
Net Pay		2,955.20	2,955.20	GROUP LIFE INSUR	2.89	2.89	
	Leave	Earned	Taken	Accrued	USABLE VOTL	9.86	9.86
SICK	0.00	232.00	0.00	Total	12.75	12.75	
				Tangible Gross	3,442.02	3,442.02	

Questions? Need help?

You can contact your HR or payroll department for further information about your paychecks. For technical assistance, please contact Five Points, our technology vendor and host of MyBenefitsChannel.com, at 800.435.5023.