Download/Print or Email a Pay Stub in Paylocity
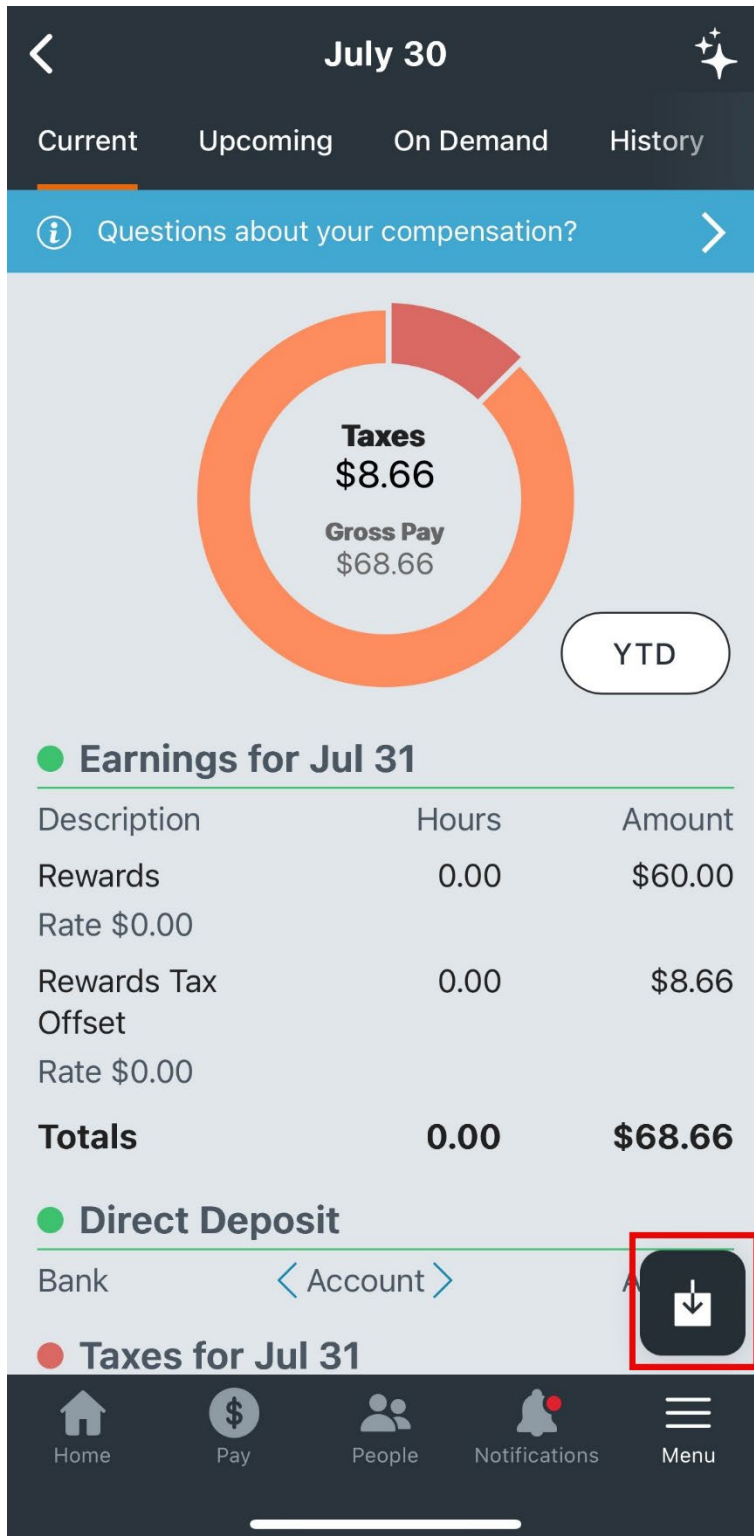
1. Navigate to **HR & Payroll > Employees > Current Check**.

2. Select a **Check Date**.

3. Select **Download Paystub**.

4. Determine whether to set a password:

   o 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.

   o 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).

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.