In the My Paystubs tile, employees are able to access, download and/or print their paystubs.

**PROCESS**

1. Under the Employee Self-Service section, click the **My Paystubs** tile.

2. A list of your paystubs displays with a quick view of the paystub’s Pay Date, Payroll Type, Payroll Period or Offcycle Reason, Gross Pay, Deductions and Take Home Pay for each paystub.

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Payroll Type</th>
<th>Payroll Period or Offcycle Reason</th>
<th>Gross Pay</th>
<th>Deductions</th>
<th>Take Home Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16/2017</td>
<td>Regular payroll run</td>
<td>11/17/2017 - 12/01/2017</td>
<td>2,272.41 USD</td>
<td>731.04 USD</td>
<td>1,541.37 USD</td>
</tr>
<tr>
<td>12/01/2017</td>
<td>Regular payroll run</td>
<td>11/02/2017 - 11/16/2017</td>
<td>2,272.41 USD</td>
<td>731.04 USD</td>
<td>1,541.37 USD</td>
</tr>
</tbody>
</table>

Note: Paystubs from the current year plus the prior year will be displayed. For example, if it is January 10, 2019, the January 1 paystub and all 2018 paystubs will be displayed.

3. Use the toolbar to **search**, **sort**, **group**, **export** and **personalize** your paystubs list.

   Note: If searching for a specific date, for example, 10/01, the search will only return paystubs with a 10/01 pay date.

4. Click a **paystub line to view the PDF version** of the paystub for more details.

5. If needed, click the **Save** icon to save the paystub to your computer. Click the **Print** icon to print the paystub.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**