Viewing a Colleague’s Payslip
Note: Before viewing another colleague’s Payslip, ensure local policies and procedures have been followed and appropriate approvals have been received.

1. In search box, type the name of the worker you are looking for. The matching results will display under the search box.
2. Click the name of the colleague. That colleague's Worker Profile will display.
View a Colleague’s Payslip (Continued)

3. On the Worker’s Profile, click the **Pay** tab.

4. Locate the **Payroll Results** section on the **Results** subtab.
View a Colleague’s Payslip (Continued)

5. Under **Payroll Result**, hover over the Search icon to display the Related Actions icon.

6. Click the Related Actions icon.

7. Navigate to **Payroll Result > View Payslip**.
View a Colleague’s Payslip (Continued)

8. The Payslip will display.