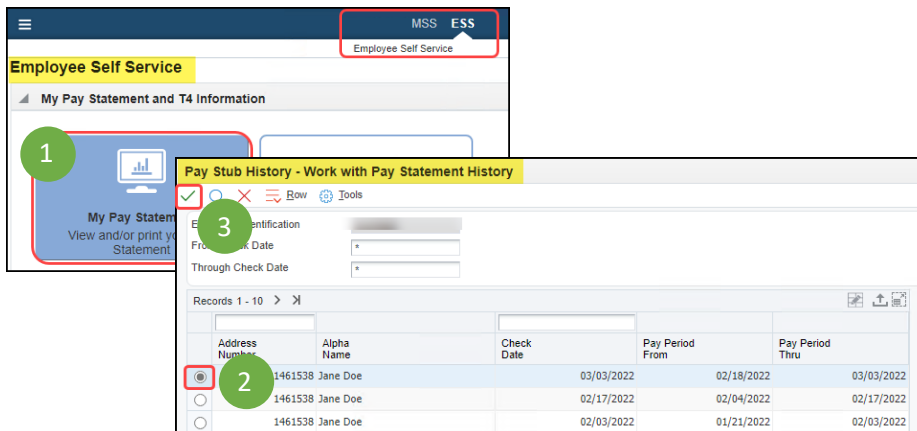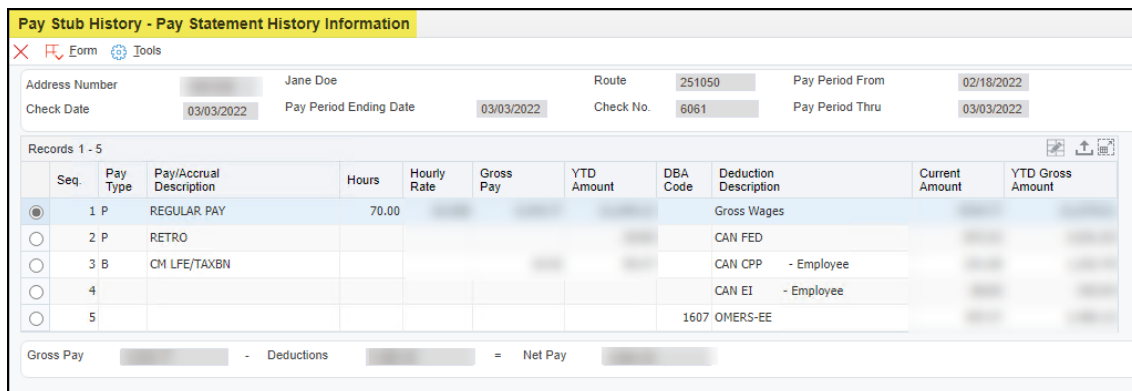# View & Print your Pay Statement

VAUGHAN

ℹ️ You must sign in to JDE before you can view or print your Pay Statement.

Please refer to the **JDE Portal: How to Sign In & Sign Out** job aid for instructions.

View your Pay Statement

1. From the Employee Self Service page, click My Pay Statement.

➔ The Work with Pay Statement History window opens.

2. Select the pay statement you want to view.
3. Click OK ✓.

➔ The Pay Statement History Information window opens.

📌 You can review your pay statement details here. You can also generate a PDF document of your actual pay statement that can be saved or printed.

Generate the PDF

1. From the Pay Statement History Information window, click Form.
2. Click Print Pay Statement.

📌 It looks like nothing happened, but the PDF is generated in the background.

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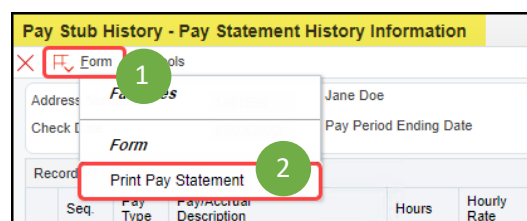
3. At the top of your screen, click Recent Reports 📝.

4. Click View Job Status.

➔ The Submitted Job Search window opens.

📌 The most recent report is at the top.

5. Click the blue hyperlink in the Job column.
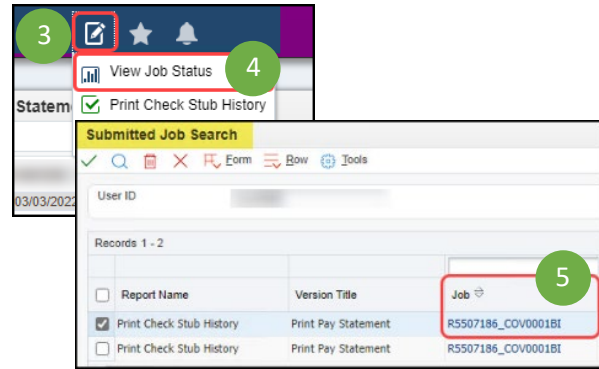
If you are using Edge:
➔ The File Download window opens.
➔ Your recent downloads display at the top right of your screen.

6. Click Open File on the top one.
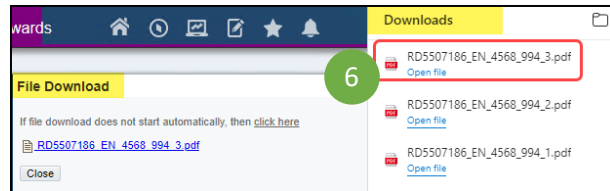
If you are using Chrome:
➔ The File Download window opens.
➔ Your recent download displays at the bottom left of your screen.

6. Click the up arrow ˄ , then select File Open.

➔ Your pay statement opens as a PDF.

7. Use the icons at the top right of the screen to print or save the pay statement.

8. Use the X on the second tab of your browser to close your pay statement.
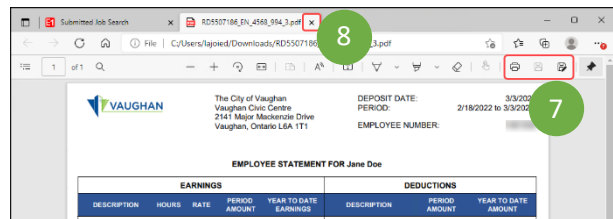
➔ The File Download window in JDE re-displays.

9. Click Close.

➔ The Submitted Job Search window re-displays.

10. Click Close ✕ .

➔ The Employee Self-Service page re-displays.
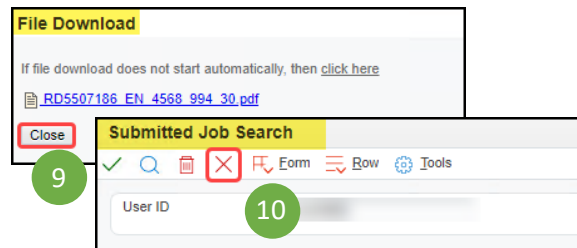
⚠️ Always Sign Out of JDE when you are finished.

Always Log Off the computer if you are using a kiosk or shared workspace.