



Employee Self-Service Job Aid

ESS How to View and Print a Paycheck/W-2

How to View and Print a Paycheck/W-2

The purpose of this Job Aid is to walk through the process to view and print Paychecks/W-2 documents through Employee Self-Service.

The term "Paycheck" in Cardinal is also commonly referred to as a Paystub.

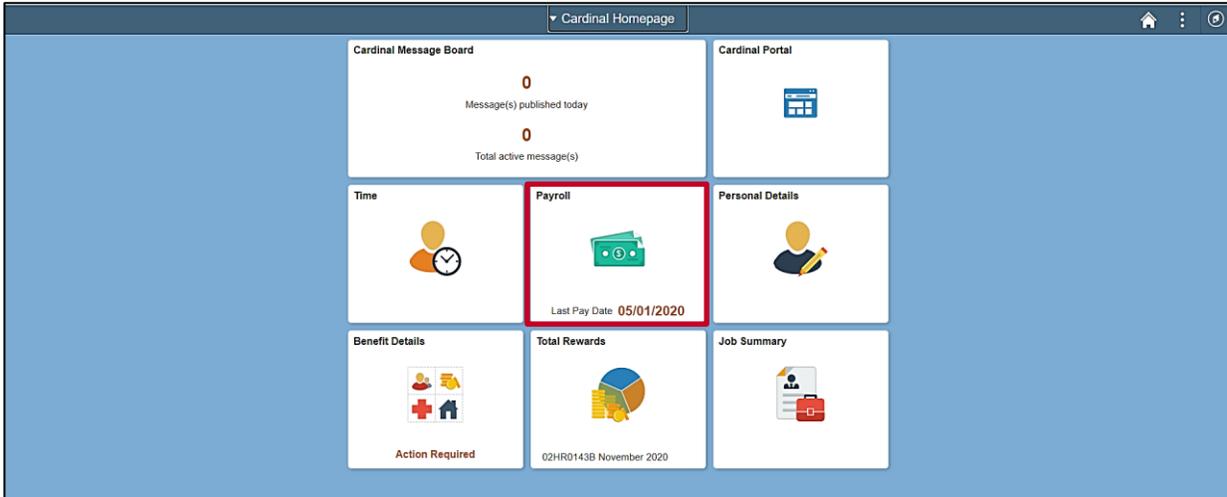
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Viewing and Printing Paychecks

1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



Note: Individual tile availability and placement is dependent upon individual user and security settings.

2. Click the **Payroll** tile.

The **Payroll** page displays.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210
04/16/2020	Alcoholic Beverage Control	03/25/2020 04/09/2020	\$1365.74	60124294
03/31/2020	Alcoholic Beverage Control	03/10/2020 03/24/2020	\$1368.15	60110504
03/16/2020	Alcoholic Beverage Control	02/25/2020 03/09/2020	\$1365.75	60100531
02/28/2020	Alcoholic Beverage Control	02/10/2020 02/24/2020	\$1368.15	60088495
02/14/2020	Alcoholic Beverage Control	01/25/2020 02/09/2020	\$1365.74	60076690

Note: All of your Paychecks (regardless of disbursement type (check, direct deposit, etc.)) display within the summary table.



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Viewing and Printing W-2 Documents

W-2 Documents can be viewed, saved, or printed using the same steps used to view and print paychecks. From the Payroll page, click the W-2/W-2c menu item and then follow the steps provided in the previous section of this Job Aid.

The screenshot shows the 'Payroll' section of the system. On the left sidebar, there are three menu items: 'Paychecks', 'W-2/W-2c', and 'Direct Deposit'. The 'W-2/W-2c' item is highlighted with a red rectangular box. The main content area displays a table of paychecks for the company 'Alcoholic Beverage Control'.

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