

How to View an Employee's Payslip

Under Person Management, select the "Document Records" circled below.

The screenshot shows the 'Person Management' interface. The main content area is titled 'Employment' and displays details for a worker, including 'Legal Employer: Shelby County Government', 'Worker Type: Employee', and 'Country: United States'. A sidebar on the right contains a navigation menu with the following items: Compare, Payroll (Personal Payment Methods, Payroll Relationships), Compensation (Change Salary, Individual Compensation, View Compensation History), and Personal and Employment (Person, Allocate Checklists, Employment, Seniority Dates, Direct Reports, Create Work Relationship, Work Relationship, Areas of Responsibility, Talent Profile, Document Records, Document Delivery Preferences, Person Identifiers for External Applications). The 'Document Records' option is circled in red.

Click the "X" on the options circled below.

The screenshot shows the 'Document Records' page. It features a search bar with the placeholder text 'Search by type, name, or number' and a 'Show Filters' button. Below the search bar, there are three filter buttons: 'Excluded', 'Payroll', and 'Expired'. The 'Payroll' and 'Expired' buttons have an 'X' icon next to them. These three buttons are circled in red.

Payslips should now be displayed for the customer. To review them in more detail, select the "Eyeglasses" option circled below.

The screenshot shows the 'Document Records' page with a list of document records. The list has columns for 'Document Type', 'Name', and 'Last Updated Date'. The first row shows a 'Payslip' document with a redacted name and a redacted last updated date. The 'Eyeglasses' icon in the top right corner of the list item is circled in red.

Document Type	Name	Last Updated Date
Payslip	[Redacted]	[Redacted]