

How to View Your Paycheck Stubs

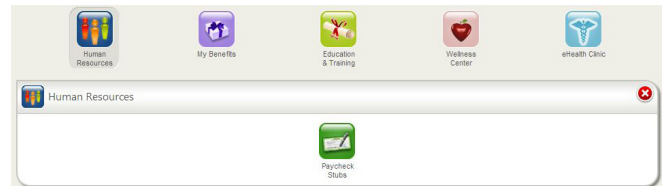
Follow these easy steps to review and print your paycheck stubs anytime, anywhere!

Step 1: Log-in to www.MyBenefitsChannel.com

- Go to www.MyBenefitsChannel.com and log-in using your username and password.
- If it's your first time visiting the site, click the "Register Here" button to create your username and password.

Step 2: Navigate to the Paycheck Stub app

- Once you are logged in to MyBenefitsChannel.com, navigate to the Human Resources app dashboard
- Depending on your group's settings, you may need to click the Human Resources icon to open the dashboard
- Once the Human Resources app dashboard is open, click the Paycheck Stub app icon



Step 3: Find your paycheck stubs

- The Paycheck Stub app displays the check date, number, and amount for checks within the last 6 months by default
- To view checks from other dates, adjust the start/end dates(s) and click "Refresh"
- Click "View Check" link to view the desired paycheck stub

CHECK DATE	CHECK NUMBER	CHECK AMOUNT	
2/18/2013	300140007	2,955.20	View Check
1/18/2013	300130007	2,955.20	View Check
12/18/2012	300120007	2,955.20	View Check
11/18/2012	300110007	2,955.20	View Check
10/18/2012	300100007	2,955.20	View Check
9/18/2012	300090007	2,955.20	View Check

Step 4: View and print your paycheck stubs

- Once the paycheck stub opens, you will be able to see all the details for your paycheck, just as you would on a paper stub
- *Please note: Your electronic paycheck stub may look somewhat different from your paper stubs, this is normal*
- To print your paycheck stub, click the "Print" link in the upper left corner of the screen
- Click the "Close" link in the upper right corner of the screen to close your paycheck stub and return to the paycheck stub list view

Net/Hours	Rate	Current	YTD	** Pre Tax Deductions	Current	YTD
TEACHERS	0.00	0.00	4,232.41	4,232.41	29.41	29.41
CAREER LADDER	1.00	100.00	100.00	100.00	33.00	33.00
Gross Pay		4,332.41	4,332.41			
FIT		191.99	191.99	191.99	88.57	88.57
SOCIAL SECURITY		228.66	228.66	228.66	502.21	502.21
MEDICARE		53.48	53.48	53.48	216.62	216.62
* Pre Tax Deductions		890.39	890.39		890.39	890.39
** Post Tax Deductions		12.75	12.75			
Net Pay		2,955.20	2,955.20			
Leave	Earned	Taken	Accrued	** Post Tax Deductions	Current	YTD
SICK	0.00	232.00	0.00	GROUP LIFE INSURANCE	2.89	2.89
				UNEMPLOYMENT	9.86	9.86
				Total	12.75	12.75
				Tangible Gross	3,442.02	3,442.02

USBP, DEMO
123 SOME STREET
SILVERSPRING, TN 12345

Electronic Fund Transfer
BANCORP SOUTH 2,955.20 123456

Questions? Need help?

You can contact your HR or payroll department for further information about your paychecks. For technical assistance, please contact Five Points, our technology vendor and host of MyBenefitsChannel.com, at 800.435.5023.