HOW TO ACCESS AND PRINT YOUR PAY STATEMENTS IN DAYFORCE

1. Open Dayforce to your Landing Page (This is showing the HUB Landing page but the MENU ICON on the top left, the 3 Horizontal Bars, is the same as the Traditional Dayforce Landing Page)

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2. Click the MENU ICON (3 Horizontal Bars) to the left of the KenCrest Tree. The Menu Selections Open, Select EARNINGS.

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- 3. Your Earnings page opens, 2 tabs appear EARNINGS STATEMENTS and YEAR END FORMS
 - a. EARNINGS STATEMENTS are your pay statements
 - b. YEAR END FORMS are your Tax Forms like the W2

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- 4. When you click on the Earnings Statement by Pay Date it will open that pay statement.
 - a. On the top right of the Pay Statement is a PRINT ICON

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- 5. When you click the PRINT ICON, the page opens that allows you to Print to
 - a. PDF (which will save on the device until later)
 - b. a networked printer.

