



# How to Pull Pay Stubs

Manager Portal Guide

Updated 03/22/2021  
Questions? Call 855-792-2808



## Getting Started

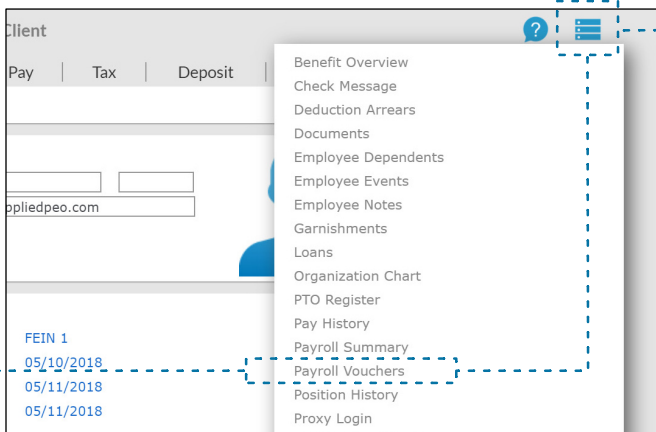
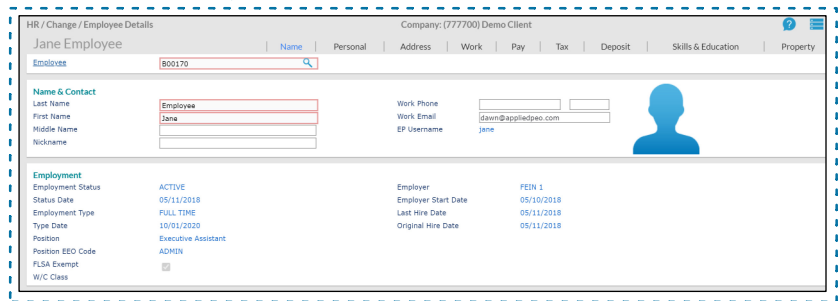
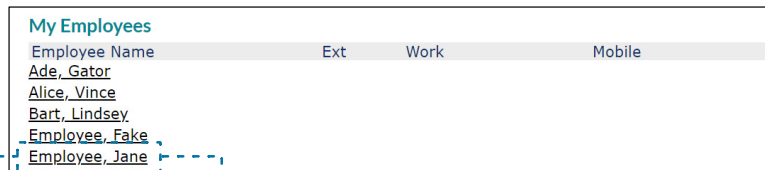
This guide will demonstrate how to retrieve and print employee pay stubs using the PrismHR Manager Portal. You can log into your Manager Portal using the button below. Once logged in, continue onto the following steps.



### 1. Navigate to the Employee Profile

Refer to **My Employees** on the bottom right-hand side of the dashboard and locate the employee you would like to retrieve a pay stub for.

Click on the employee's name and open the profile window. This profile contains all of the employee's documented personal and work information.



### 2. Payroll Vouchers

In the top-right corner of the employee profile, click on the blue **Action Menu** icon to access a list of available actions and reports. Locate and click on the menu item **Payroll Vouchers**.

This opens the Payroll Vouchers Menu and displays all recent checks and deposits received by the employee in order by date. Select the **Voucher Number** you would like to view.

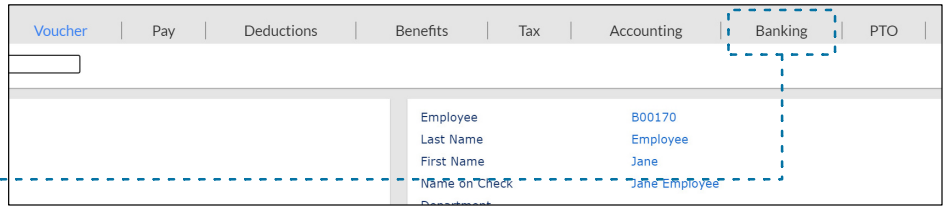
**Employee Payroll Vouchers**

Employee:  EMPLOYEE JANE      Year:

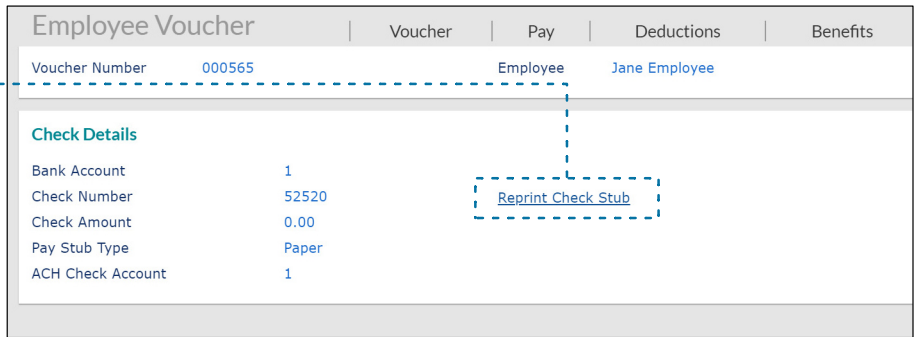
Voucher#	Check/Advice#	Type	Pay Date	Gross Earnings	Expense Reimbursements	Gross Pay	Deductions	Taxes
<a href="#">000573</a>	53912	Deposit	03/19/2021	2080.00	0.00	2080.00	223.40	302.91
<a href="#">000567</a>	27	Check	03/10/2021	1000.00	0.00	1000.00	145.00	104.11
<a href="#">000565</a>	52520	Deposit	03/05/2021	2000.00	0.00	2000.00	203.40	292.74
<a href="#">000562</a>	50435	Deposit	02/19/2021	2000.00	0.00	2000.00	193.40	539.11
<a href="#">000553</a>	49193	Deposit	02/05/2021	1000.00	0.00	1000.00	145.00	88.94
<a href="#">000551</a>	49192	Deposit	02/05/2021	1000.00	0.00	1000.00	145.00	88.94
<a href="#">000547</a>	48500	Deposit	02/05/2021	987.50	0.00	987.50	58.15	104.00
<a href="#">000541</a>	46487	Deposit	01/22/2021	2000.00	0.00	2000.00	68.40	291.44
<a href="#">000520</a>	44694	Deposit	01/08/2021	2000.00	0.00	2000.00	78.40	291.44

### 3. Access and Print Pay Stub

Click on the **Banking** tab at the top of the Voucher menu.



Near the center of the Banking tab screen, find and click on the option **Reprint Check Stub**.



This prompt loads the original pay stub in a separate window. Use the icons in the top-right of the window to **Download** and save or **Print** this pay stub.

