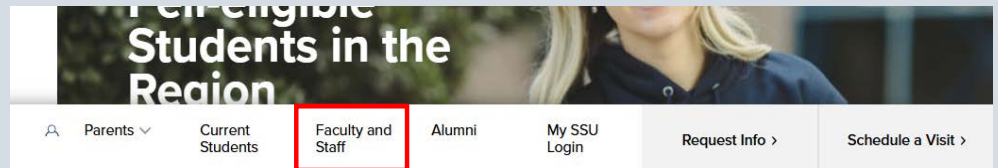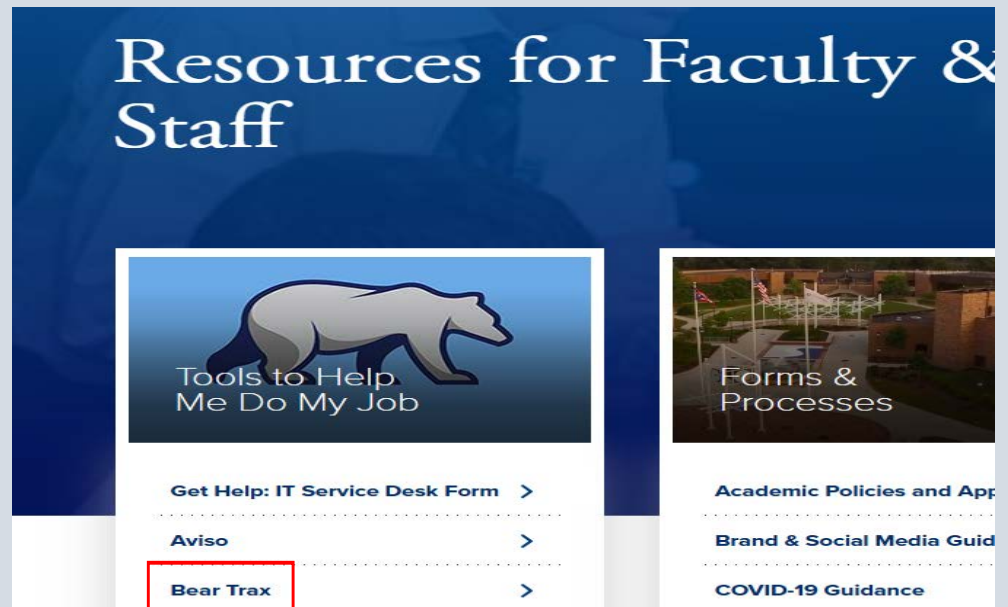## Accessing Pay Slips

*A guide to help Employees view their Pay Slips in BearTrax.*
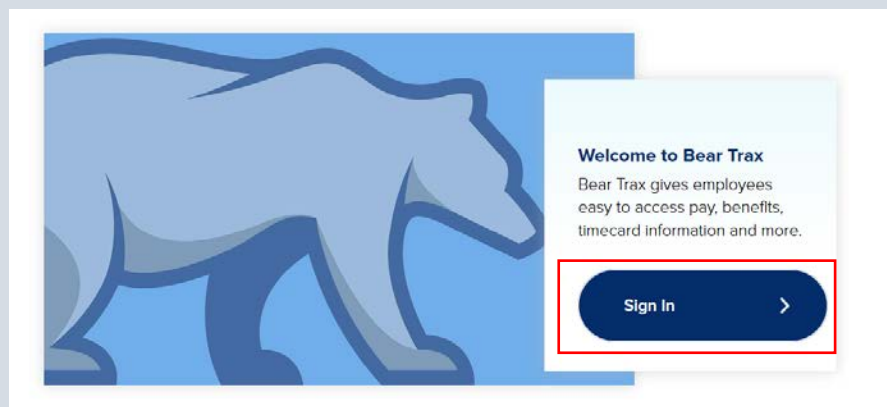
### Login to BearTrax

1. Navigate to the Shawnee website (Shawnee.edu) and select *Faculty and Staff*



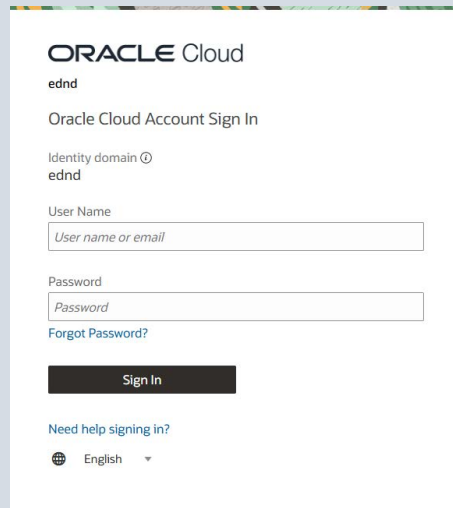2. Select *BearTrax* under *Tools to Help Do My Job*.



3. Click the "Sign In" Button to navigate to the BearTrax site.

4. Sign into BearTrax with your *BearTrax ID* and *Password.*



5. Click the Navigator on the top left 

6. Select Home 
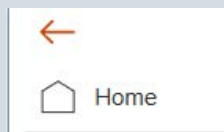
1. From the Home Screen, navigate to *Me > Pay.*

## Method #1
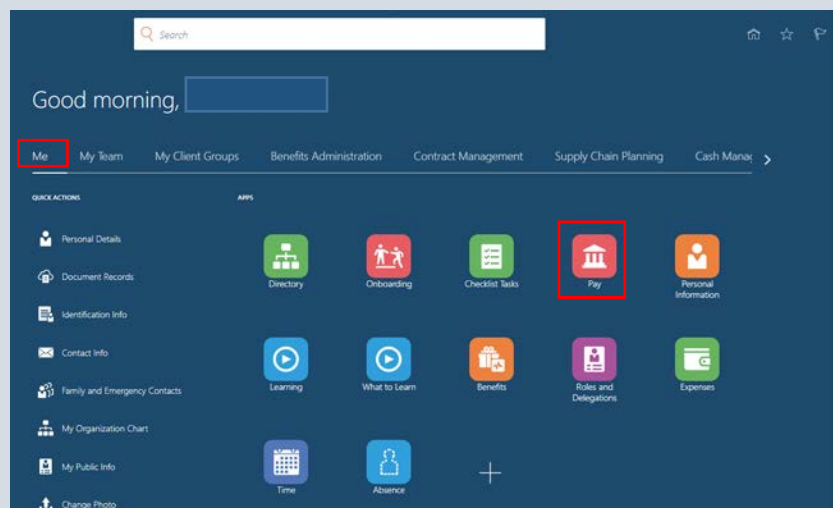
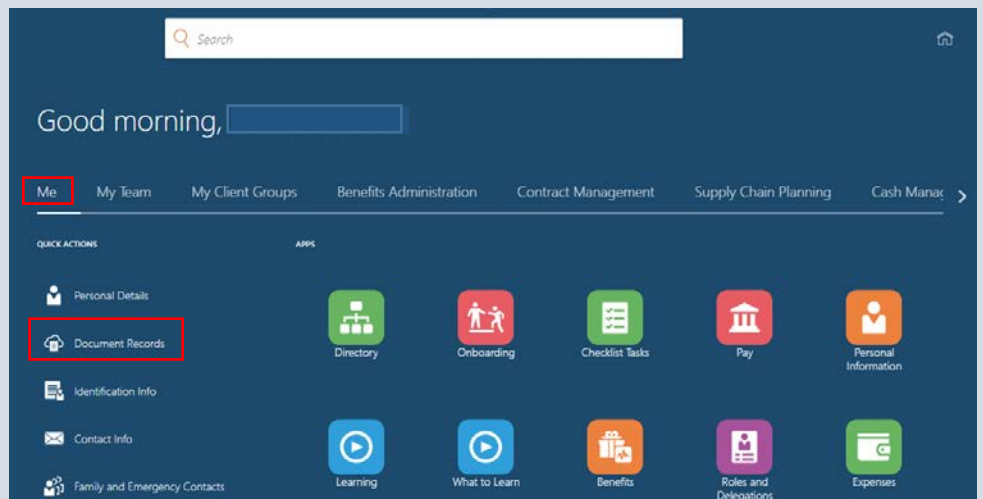2.  Click "My Payslips".
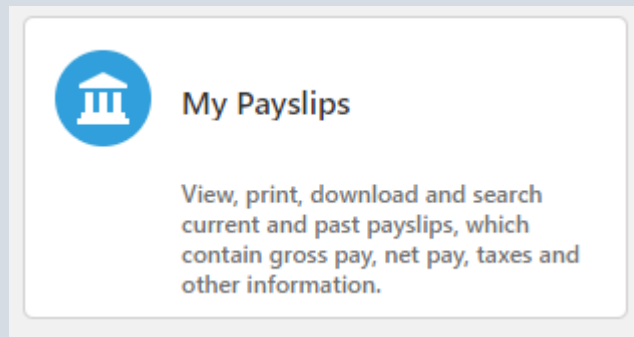


3.  Check mark the payslip you would like to see and click the Export button highlighted below.
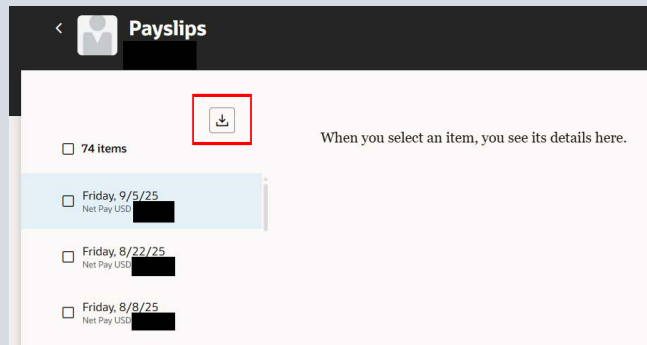
1.  From the Home Screen, navigate to *Me > Document Records* (under Quick Actions)

2. On the Document Records screen, remove the automatic filters by clicking the X to the right of "Payroll" and "Expired". Your Pay Slips should now appear.

## Document Records

Search by type, name, or numbe 🔍   Show Filters | Excluded   Payroll ⊗   Expired ⊗

3. Click the eyeglass to the right of the payslip you wish to view.

**Name**
PAYSLIP

**Last Updated Date**
2/9/22

4. To open the preview of the payslip, click the blue hyperlink "USOnlinePayslip.pdf". To download a pdf of the Pay Slip, select the ⬇ button under the "Attachments".

**Document Type**
Payslip

**Category**
Payroll

**Name**
PAYSLIP

**From Date**
1/22/22

**Attachments**

Preview USOnlinePayslip.pdf

📄   USOnlinePayslip.pdf  (33.75 KB) ⬇

*If you have questions concerning your pay or have issues with viewing your Pay Slip, contact Payroll at 740-351-3104.*