FIO-01 My Paystub

My Paystub Tutorial Video

Purpose

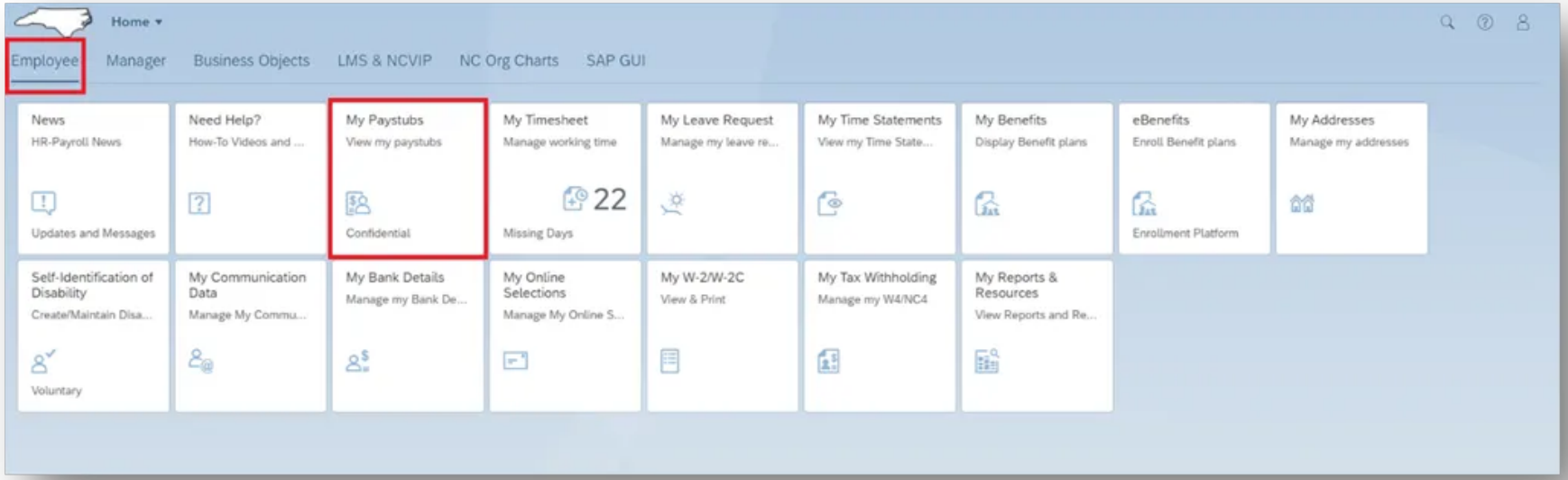
The purpose of this Business Process Procedure is to explain how to navigate the Pay Statement within the Fiori My Paystubs application.

Steps for Accessing My Paystubs

There are 19 steps to complete this process.

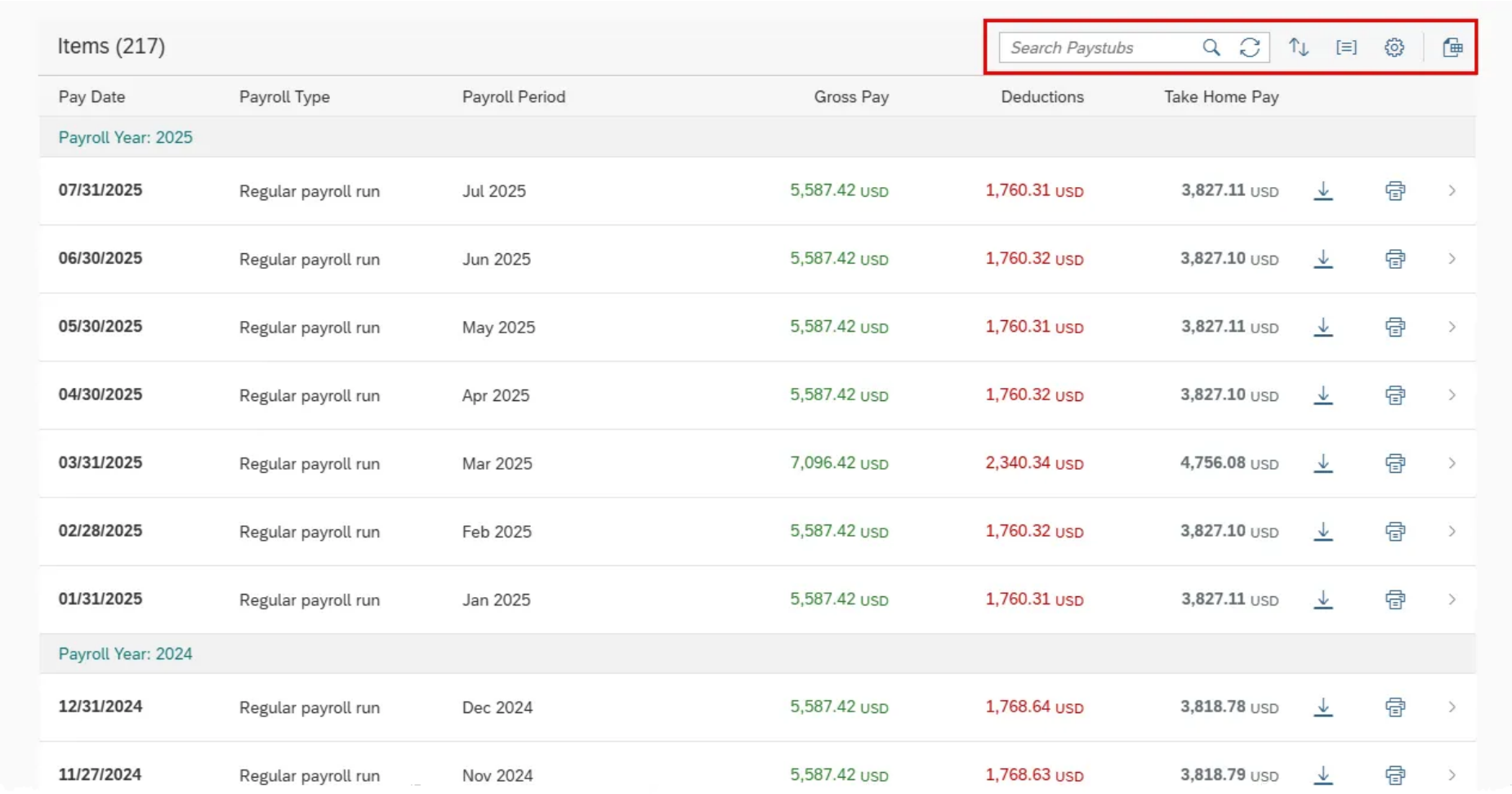
Step 1. Log into Fiori and select the **My Paystubs** application tile located on the dashboard under the **Employee** tab.

Image



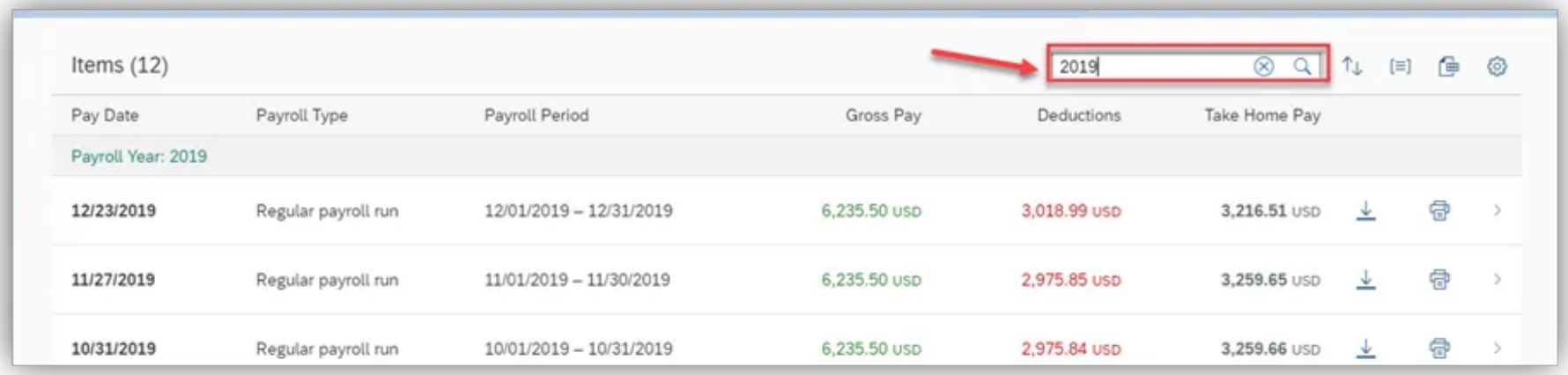
Step 2. A collection of all paystubs is displayed and can be viewed in detail using the **navigation** features on the upper right of the screen.

Image



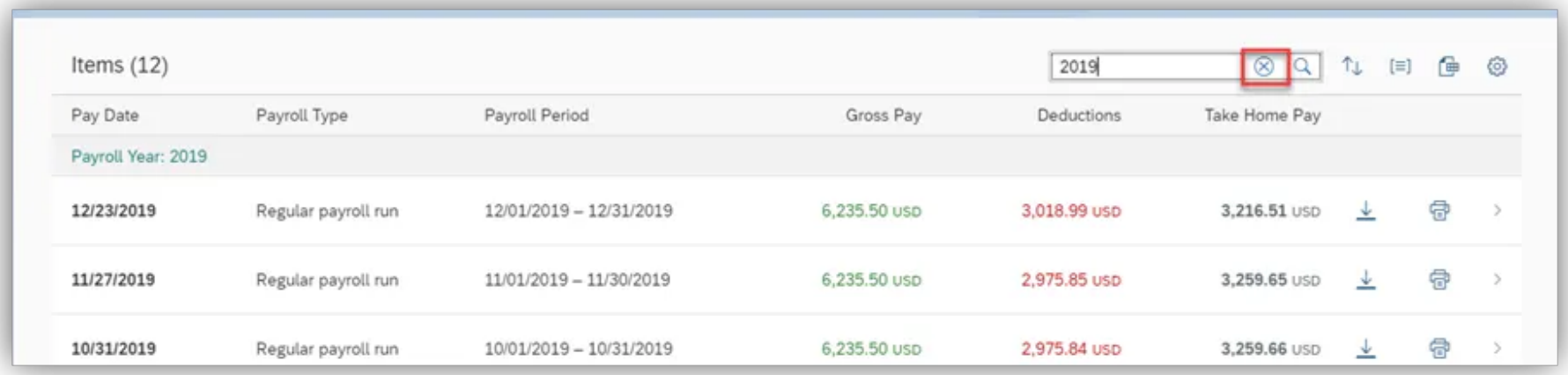
Step 3. To filter on a specific year of pay statements, go to the **Search Paystubs** field and type in a year. For example, type in “**2019**” and click **Enter** on your keyboard or click the **Search** magnifying glass icon.

Image



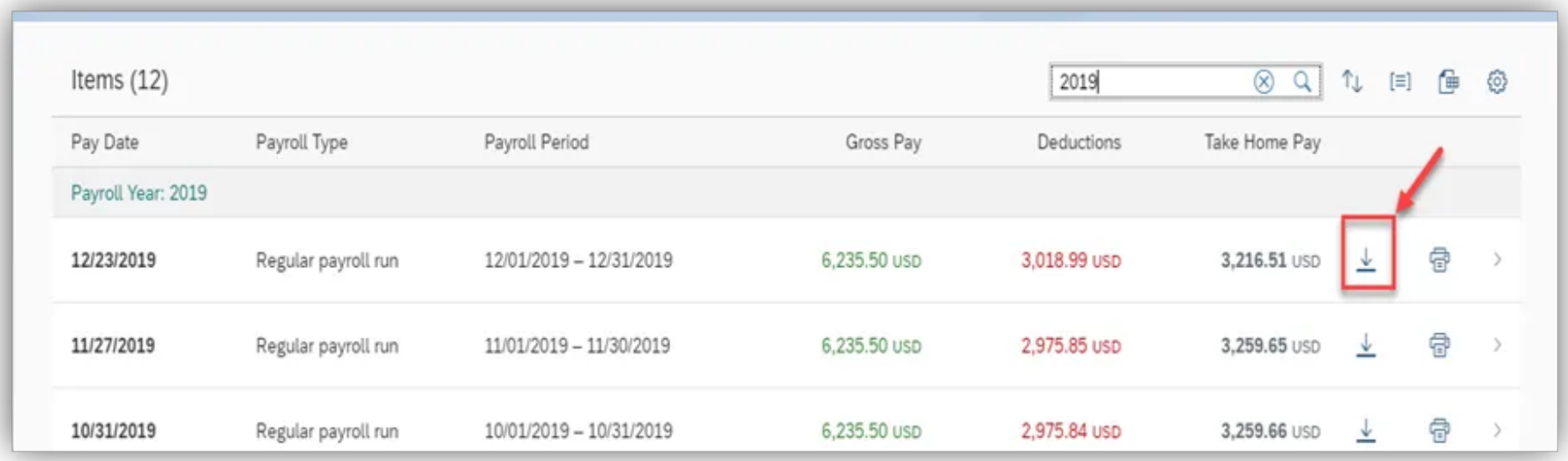
Step 4. To delete the search criteria and go back to the full list, click the **X** in the **Search** field.

Image



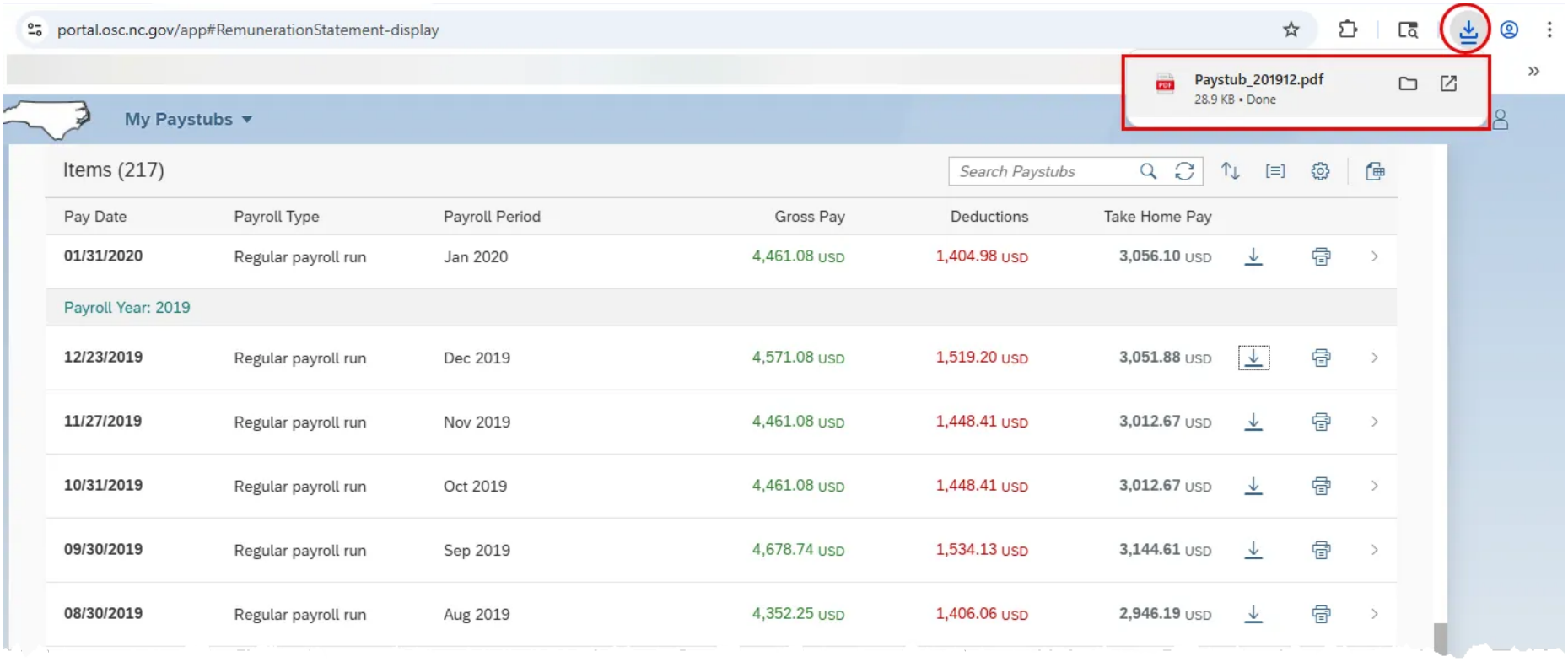
Step 5. To download a specific pay statement, click the **Download PDF** arrow in a column on the right side of the screen.

Image



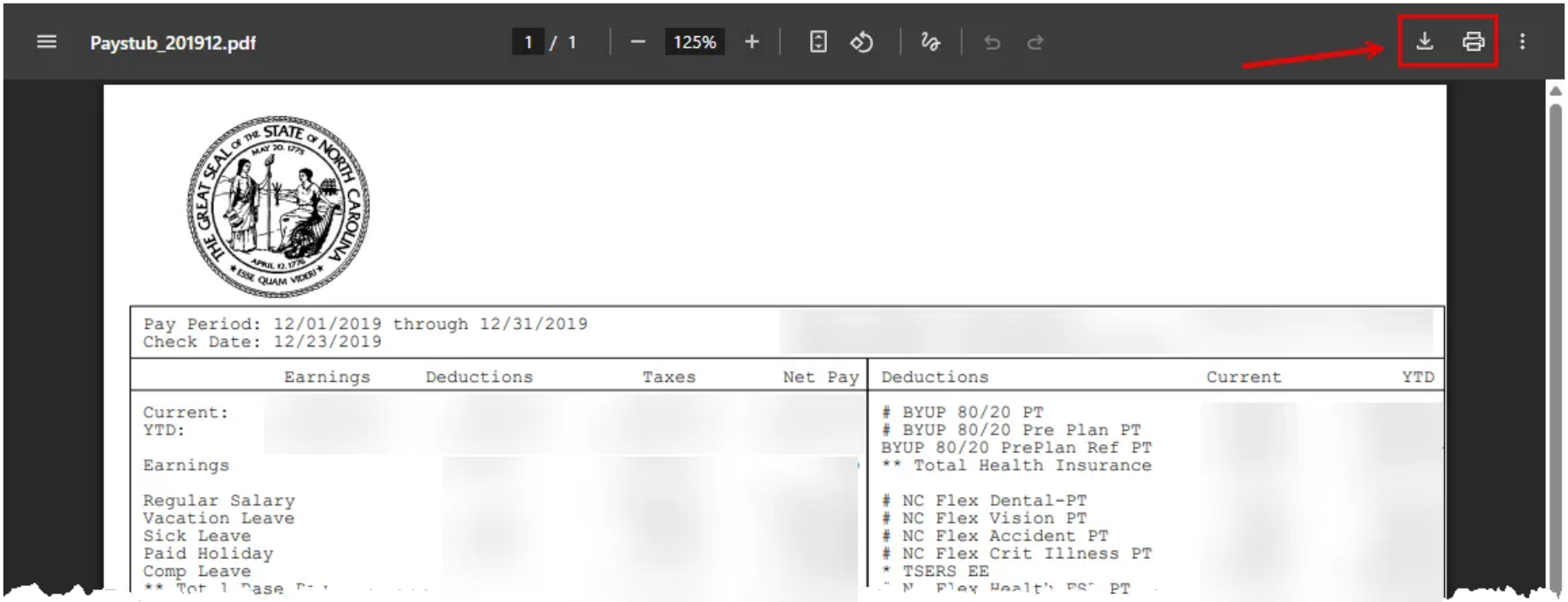
Step 6. Click on the downloaded file to open the PDF. It will be behind the downloads button on the top right of your screen.

Image



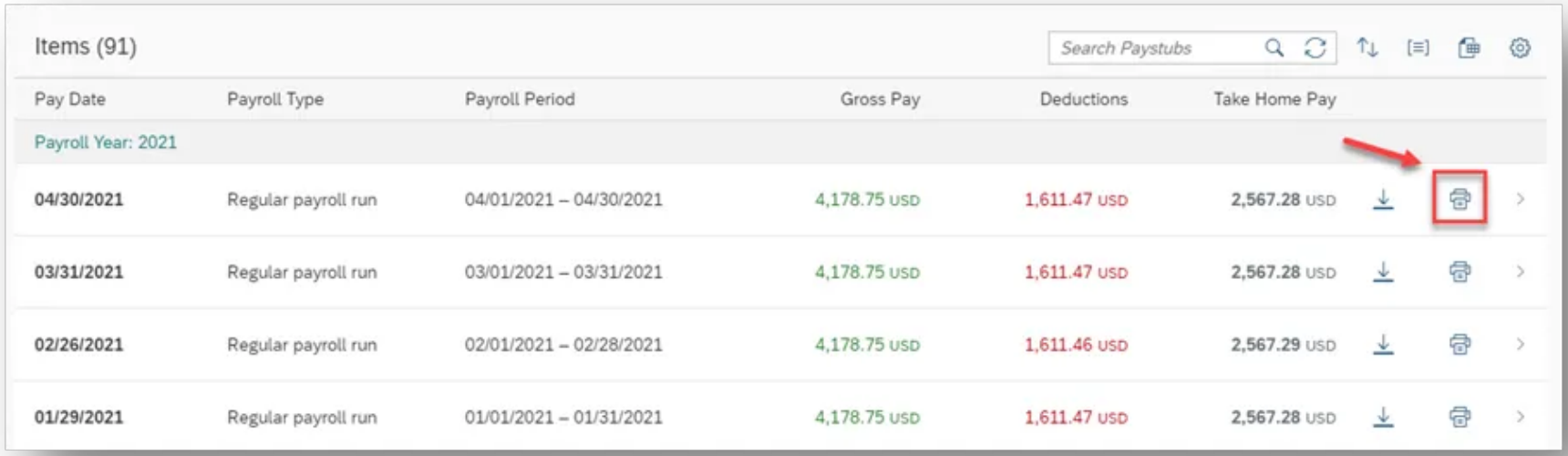
Step 7. Click on **Download** or **Print** icon to save or print the pay statement.

Image



Step 8. Another way to print a pay statement is to click on the **Print PDF** icon in the column on the right side of the screen.

Image



Step 9. A popup window will appear. Choose your printer in the destination field, then click the **Print** button to print the pay statement PDF.

Image



Print

1 sheet of paper

Destination

Pages

All

Copies

1

Color

Color

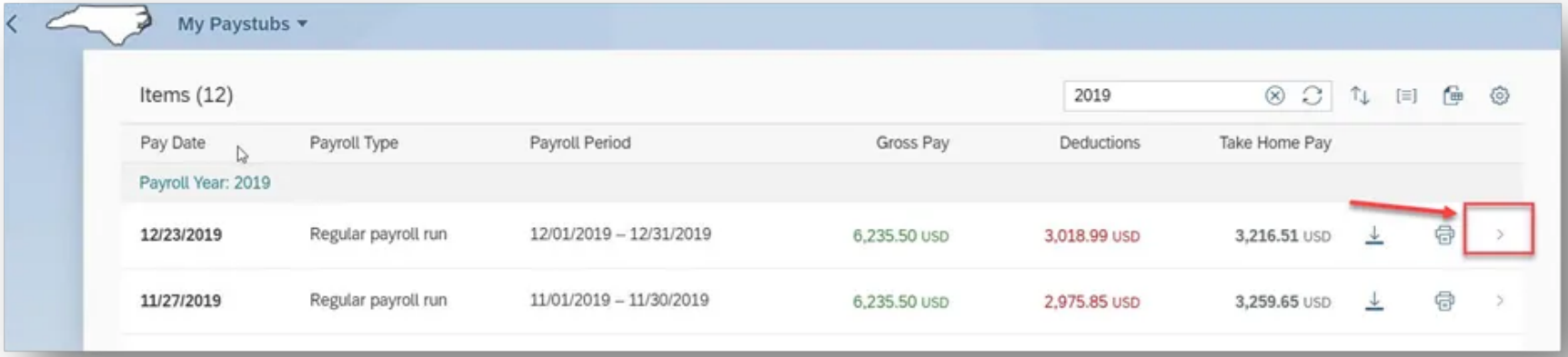
More settings

Print

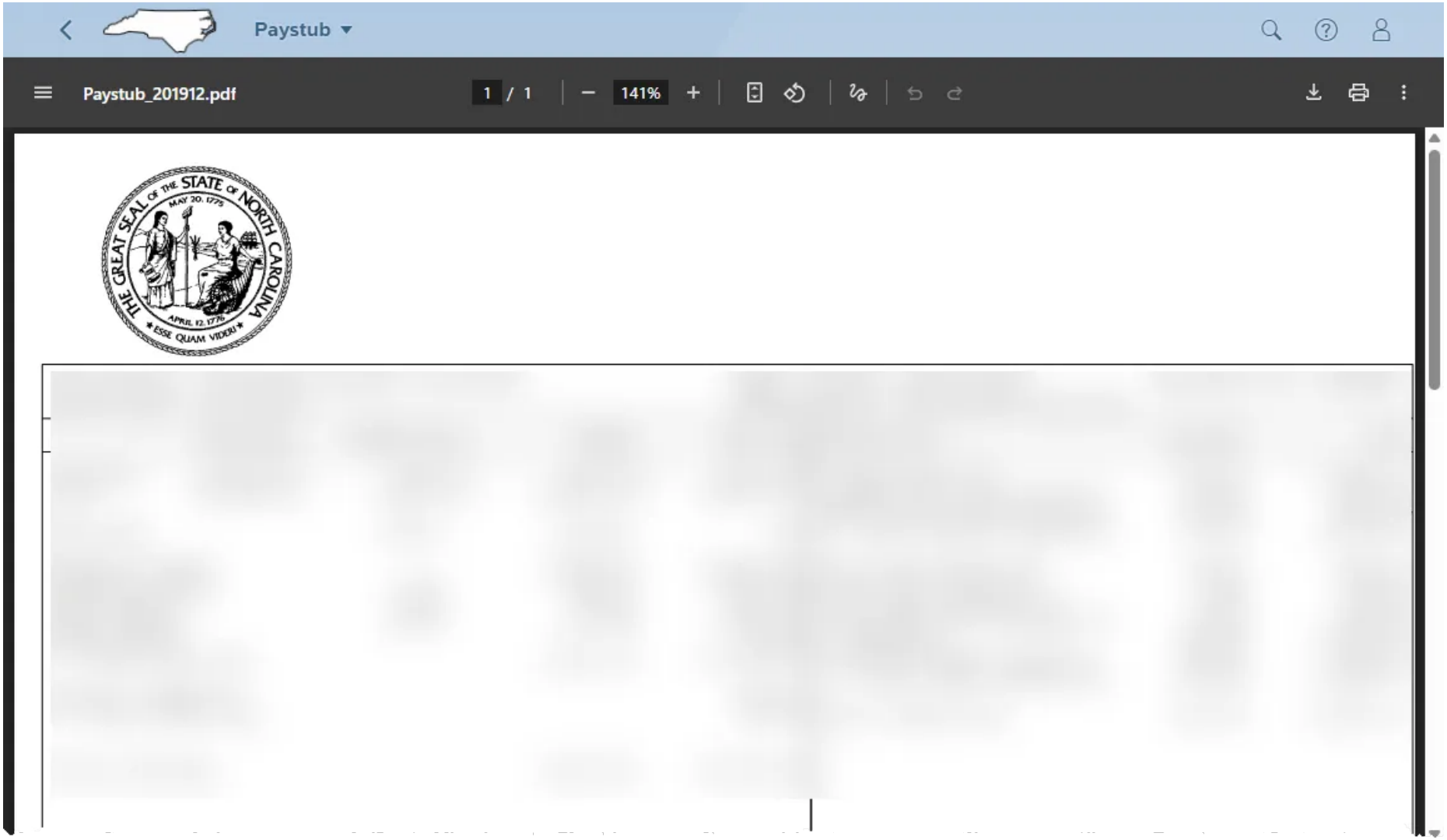
Cancel

Step 10. Click an arrow in the last column on the right side of the screen to open a pay statement. Click the back arrow to go back.

Image

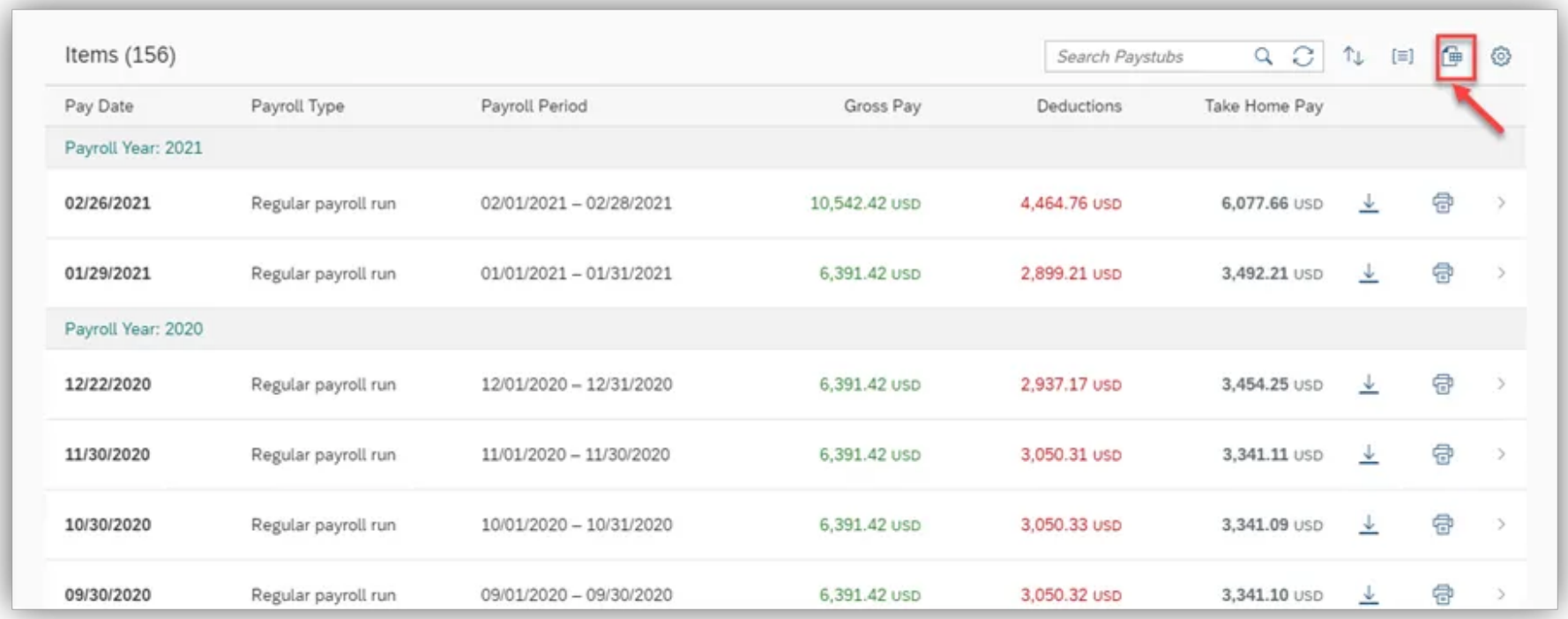


Image

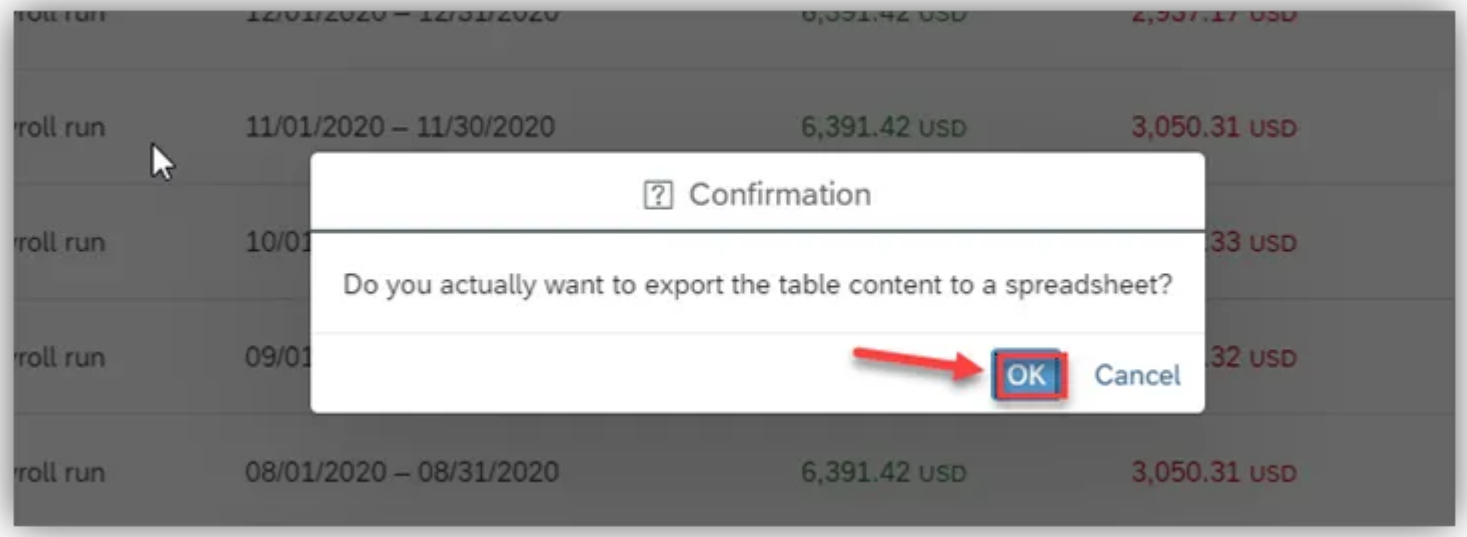


Step 11. Click the **Export to Spreadsheet** icon in the navigation features to export a .xlsx file. Click the **OK** button on the confirmation popup window.

Image

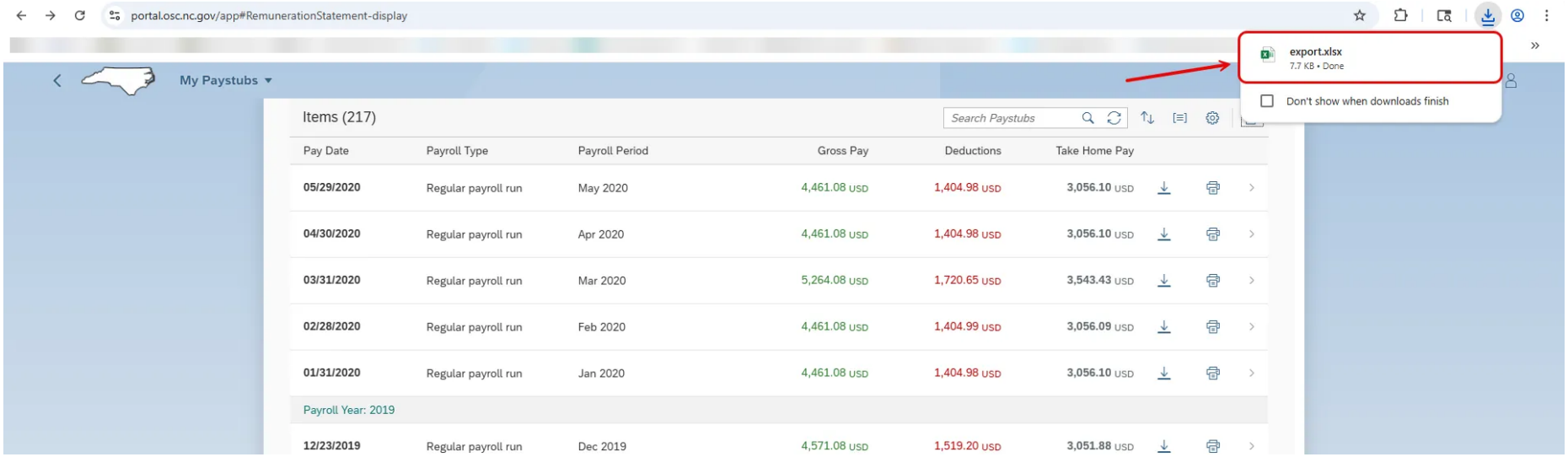

Items (156)
Search Paystubs
Pay Date
Payroll Type
Payroll Period
Gross Pay
Deductions
Take Home Pay
Payroll Year: 2021
02/26/2021 Regular payroll run 02/01/2021 – 02/28/2021 10,542.42 USD 4,464.76 USD 6,077.66 USD
01/29/2021 Regular payroll run 01/01/2021 – 01/31/2021 6,391.42 USD 2,899.21 USD 3,492.21 USD
Payroll Year: 2020
12/22/2020 Regular payroll run 12/01/2020 – 12/31/2020 6,391.42 USD 2,937.17 USD 3,454.25 USD
11/30/2020 Regular payroll run 11/01/2020 – 11/30/2020 6,391.42 USD 3,050.31 USD 3,341.11 USD
10/30/2020 Regular payroll run 10/01/2020 – 10/31/2020 6,391.42 USD 3,050.33 USD 3,341.09 USD
09/30/2020 Regular payroll run 09/01/2020 – 09/30/2020 6,391.42 USD 3,050.32 USD 3,341.10 USD

Image



Step 12. Click the .xlsx file in the download area of your browser window to open, and the Excel file is displayed.

Image



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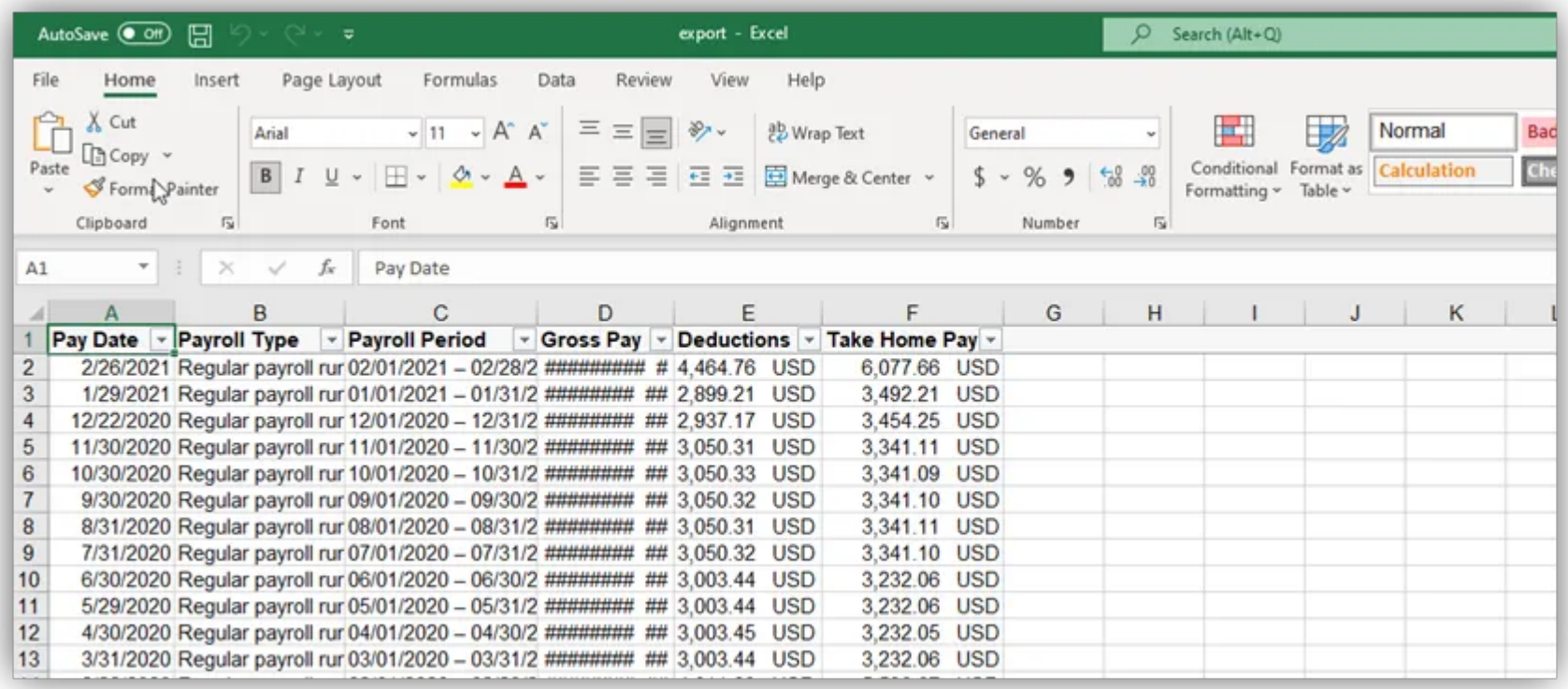
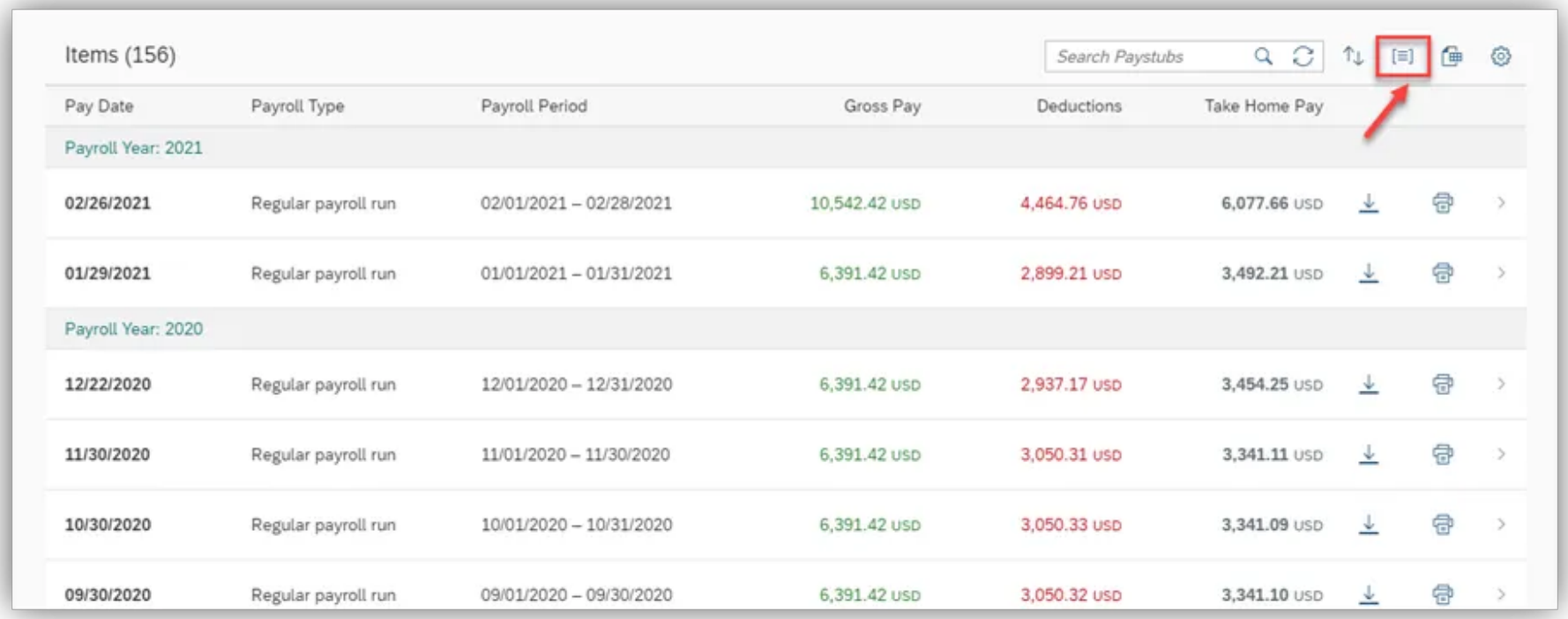


	A	B	C	D	E	F
1	Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
2	2/26/2021	Regular payroll rur	02/01/2021 – 02/28/2	########## #	4,464.76 USD	6,077.66 USD
3	1/29/2021	Regular payroll rur	01/01/2021 – 01/31/2	######### ##	2,899.21 USD	3,492.21 USD
4	12/22/2020	Regular payroll rur	12/01/2020 – 12/31/2	######### ##	2,937.17 USD	3,454.25 USD
5	11/30/2020	Regular payroll rur	11/01/2020 – 11/30/2	######### ##	3,050.31 USD	3,341.11 USD
6	10/30/2020	Regular payroll rur	10/01/2020 – 10/31/2	######### ##	3,050.33 USD	3,341.09 USD
7	9/30/2020	Regular payroll rur	09/01/2020 – 09/30/2	######### ##	3,050.32 USD	3,341.10 USD
8	8/31/2020	Regular payroll rur	08/01/2020 – 08/31/2	######### ##	3,050.31 USD	3,341.11 USD
9	7/31/2020	Regular payroll rur	07/01/2020 – 07/31/2	######### ##	3,050.32 USD	3,341.10 USD
10	6/30/2020	Regular payroll rur	06/01/2020 – 06/30/2	######### ##	3,003.44 USD	3,232.06 USD
11	5/29/2020	Regular payroll rur	05/01/2020 – 05/31/2	######### ##	3,003.44 USD	3,232.06 USD
12	4/30/2020	Regular payroll rur	04/01/2020 – 04/30/2	######### ##	3,003.45 USD	3,232.05 USD
13	3/31/2020	Regular payroll rur	03/01/2020 – 03/31/2	######### ##	3,003.44 USD	3,232.06 USD

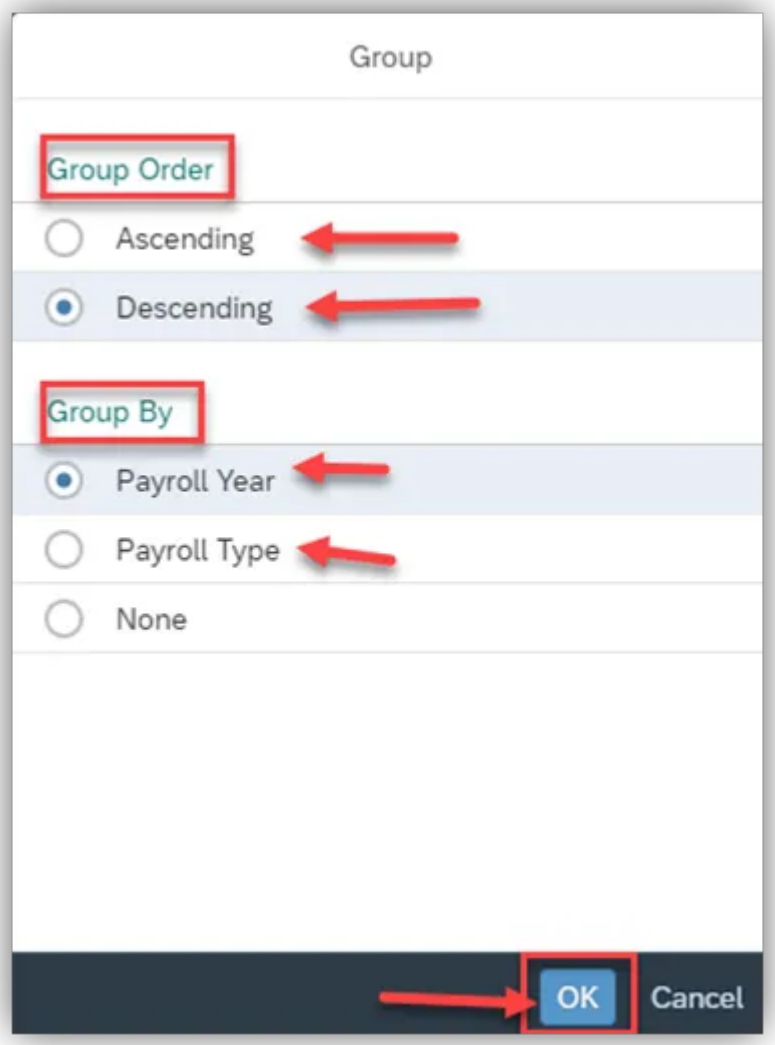
Step 13. Click the **Group your paystubs** icon in the navigation features to change the Group order.

Image



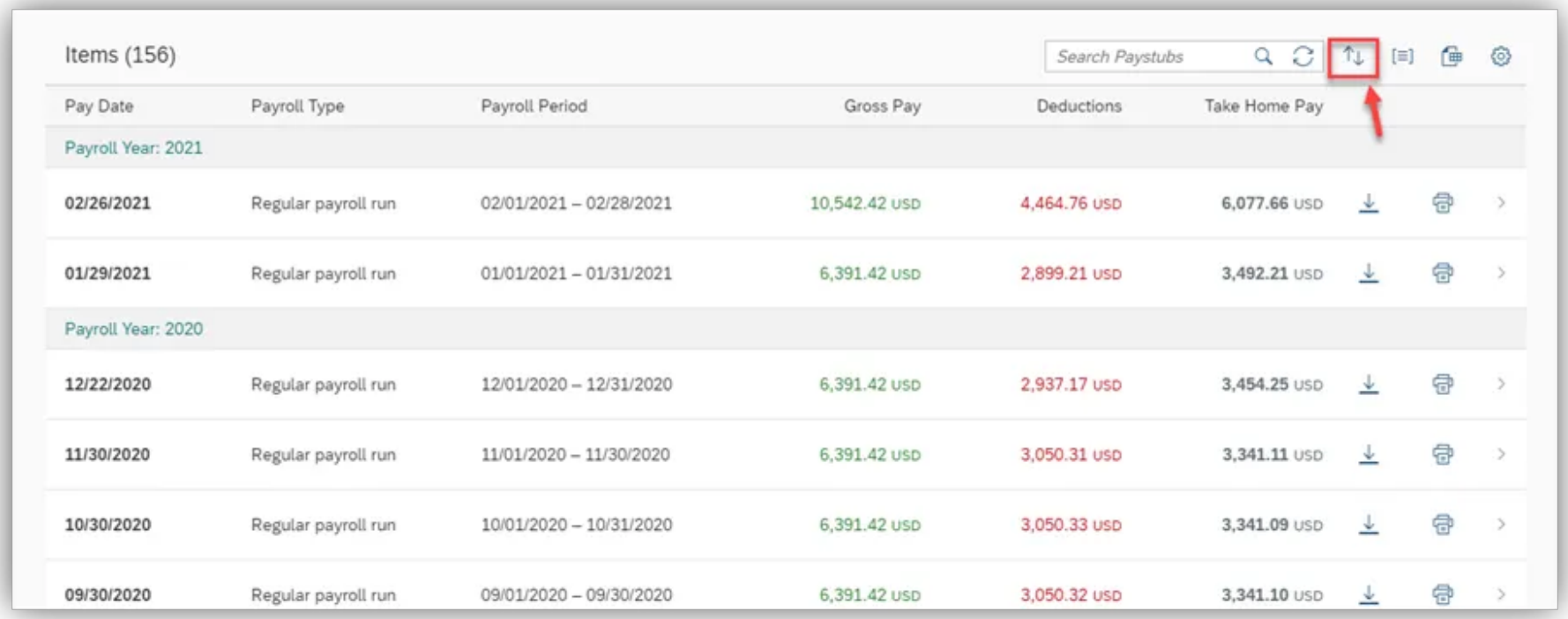
Step 14. Adjust the Group Order to **Ascending** or **Descending** or the Group By to **Payroll Year, Payroll Type,** or **None** and click **OK**.

Image



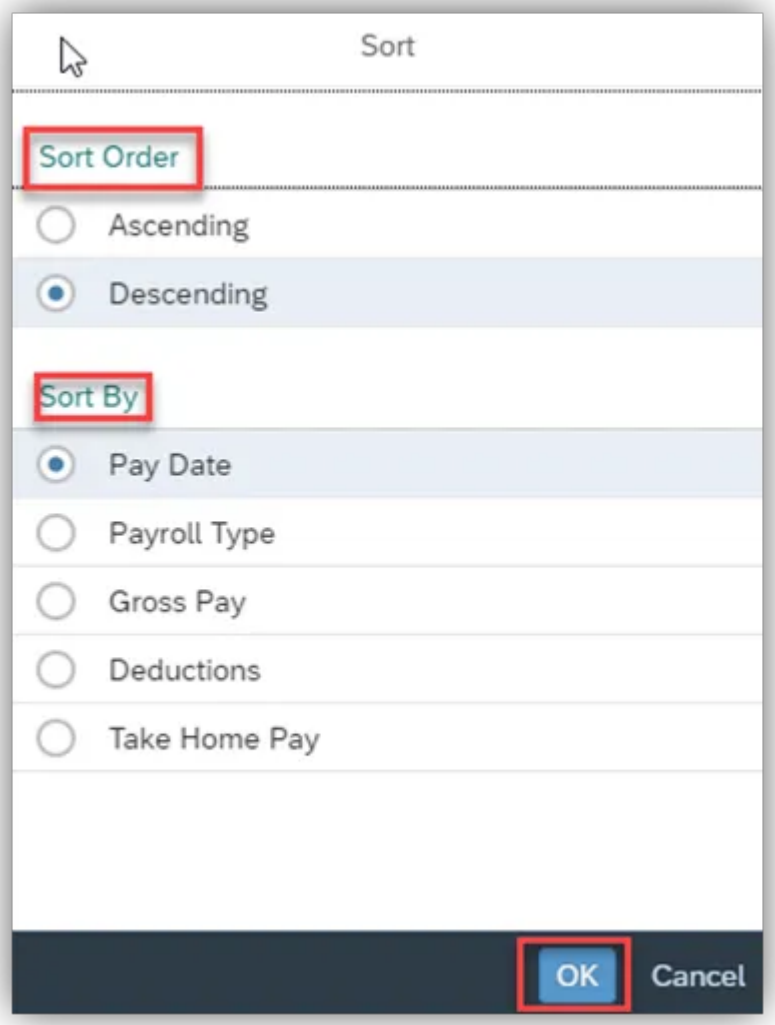
Step 15. Click the **Sort your paystubs** icon to sort pay statements within the timeframe.

Image



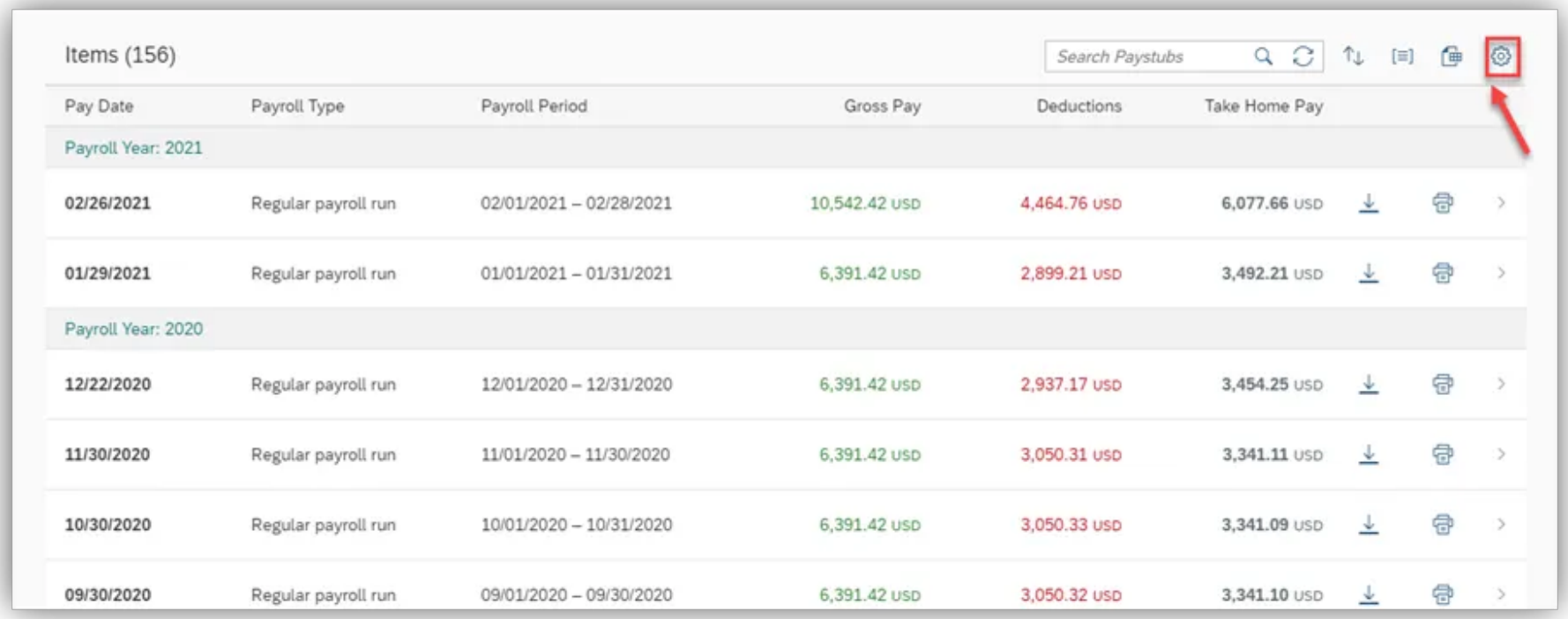
Step 16. You can **Sort by Pay Date, Payroll Type,** and several other options as well as **Ascending** or **Descending**.

Image



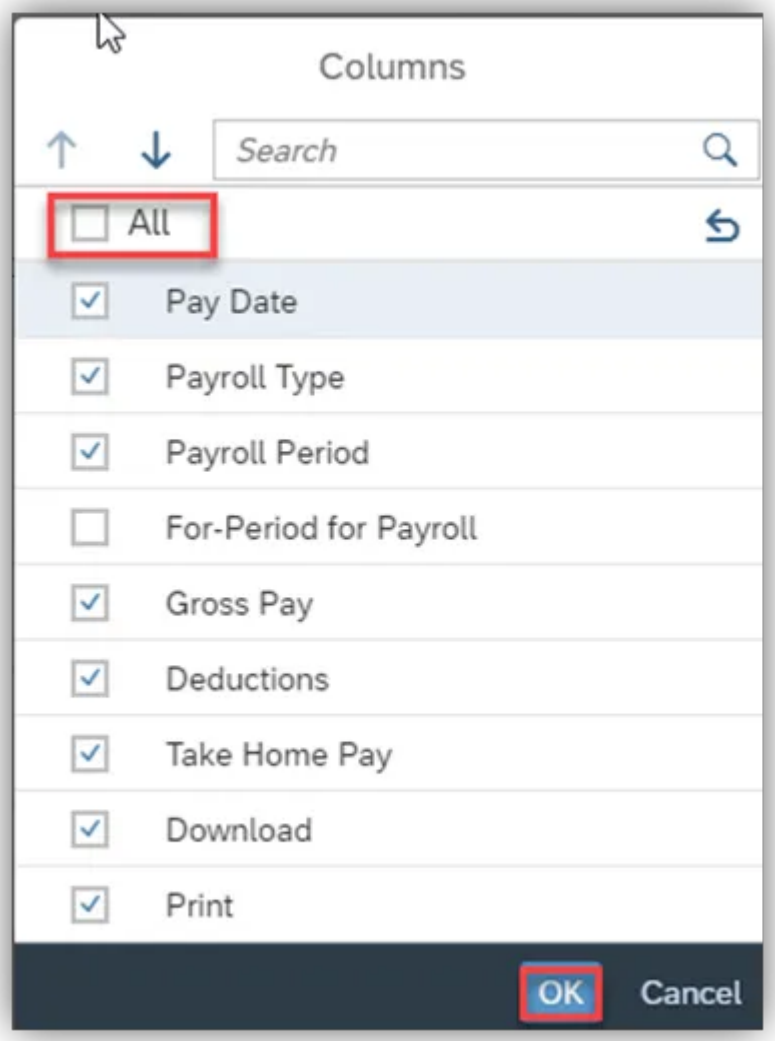
Step 17. Click the **Personalize the table appearance** icon to customize the data that is displayed.

Image



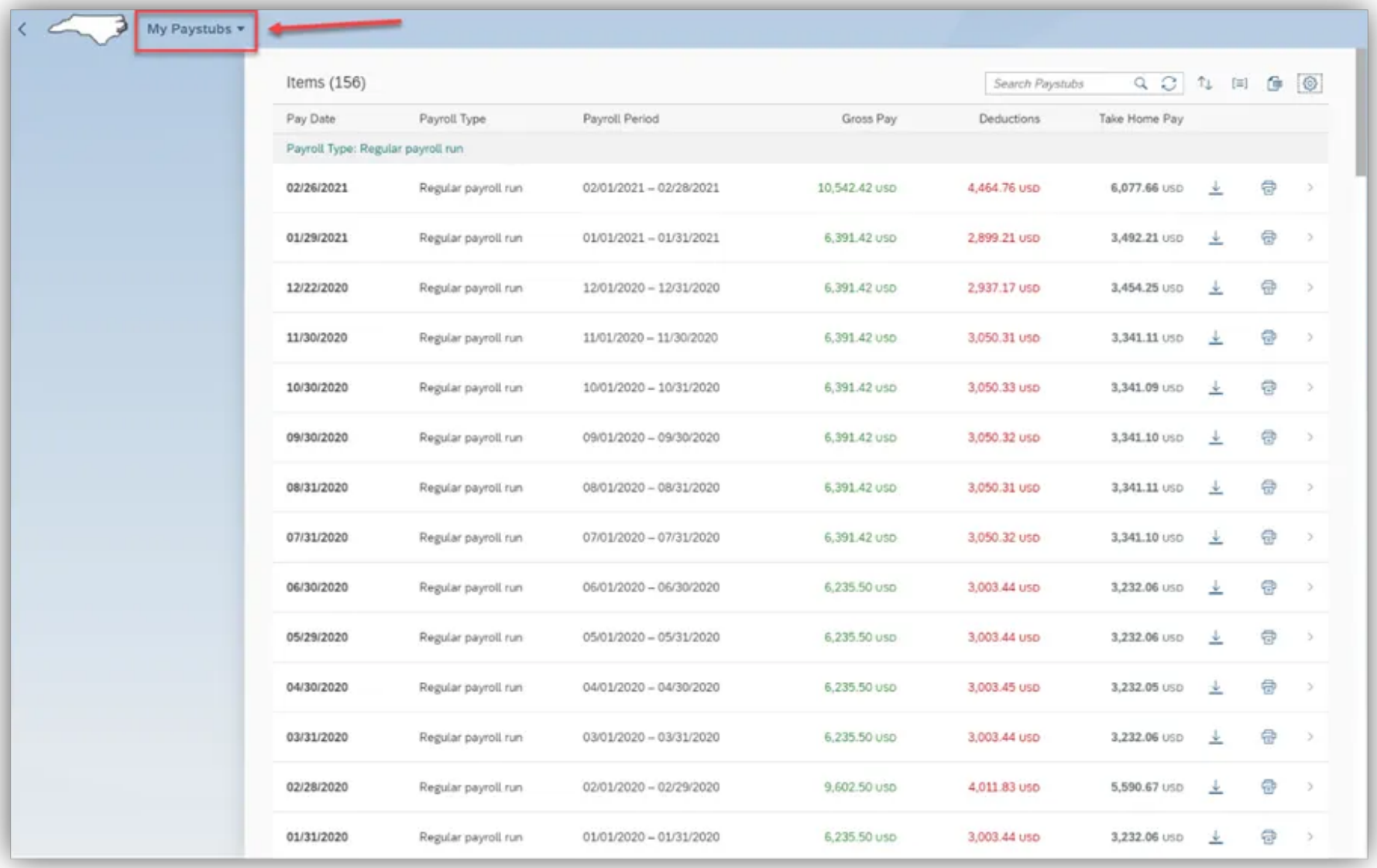
Step 18. Click the various fields to select or de-select columns to display and click **OK**.

Image



Step 19. Click **My Paystubs** to return to the previous screen.

Image



Note: The pay statement will not be available to view until payday.

Additional Resources

- QRG
  - PY-14 Remuneration Statement Explanation

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Tue, 08/24/2021

Last Updated

Thu, 02/19/2026
Printable PDF