

FIO-01 My Paystub

[My Paystub Tutorial Video](#)

Purpose

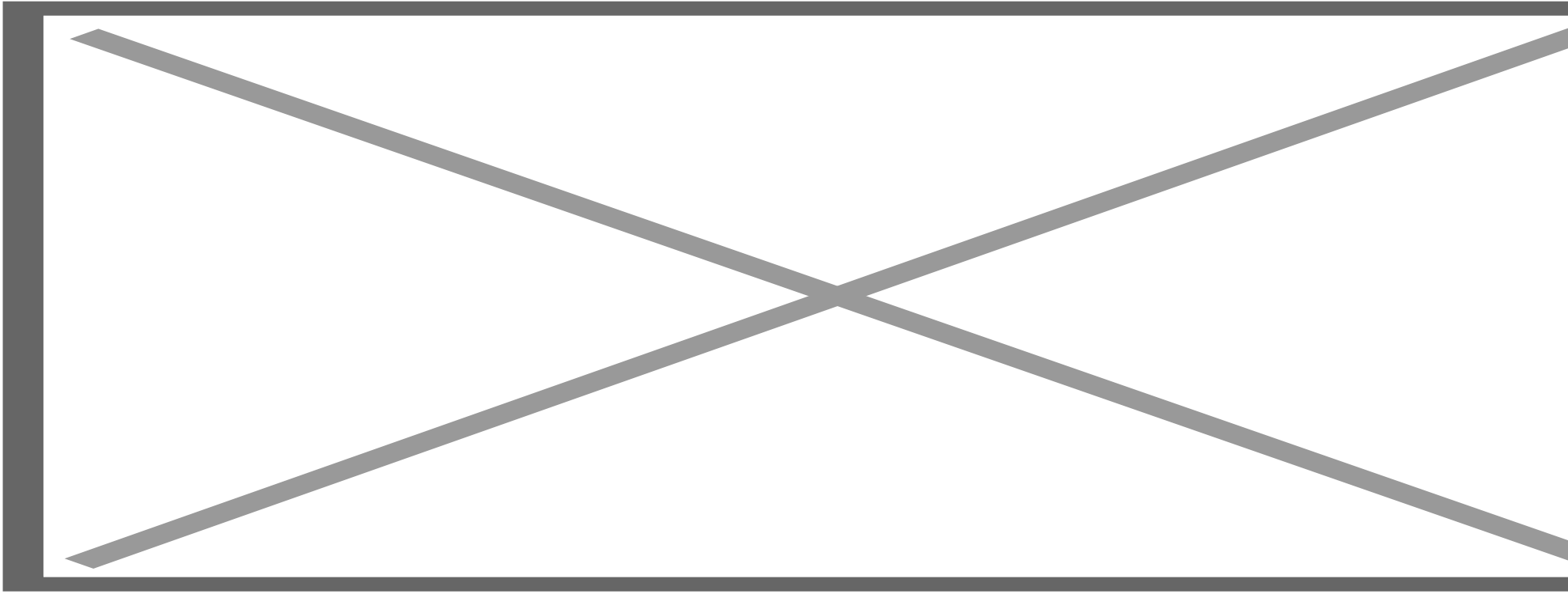
The purpose of this Business Process Procedure is to explain how to navigate the Pay Statement within the Fiori My Paystubs application.

Steps for Accessing My Paystubs

There are 19 steps to complete this process.

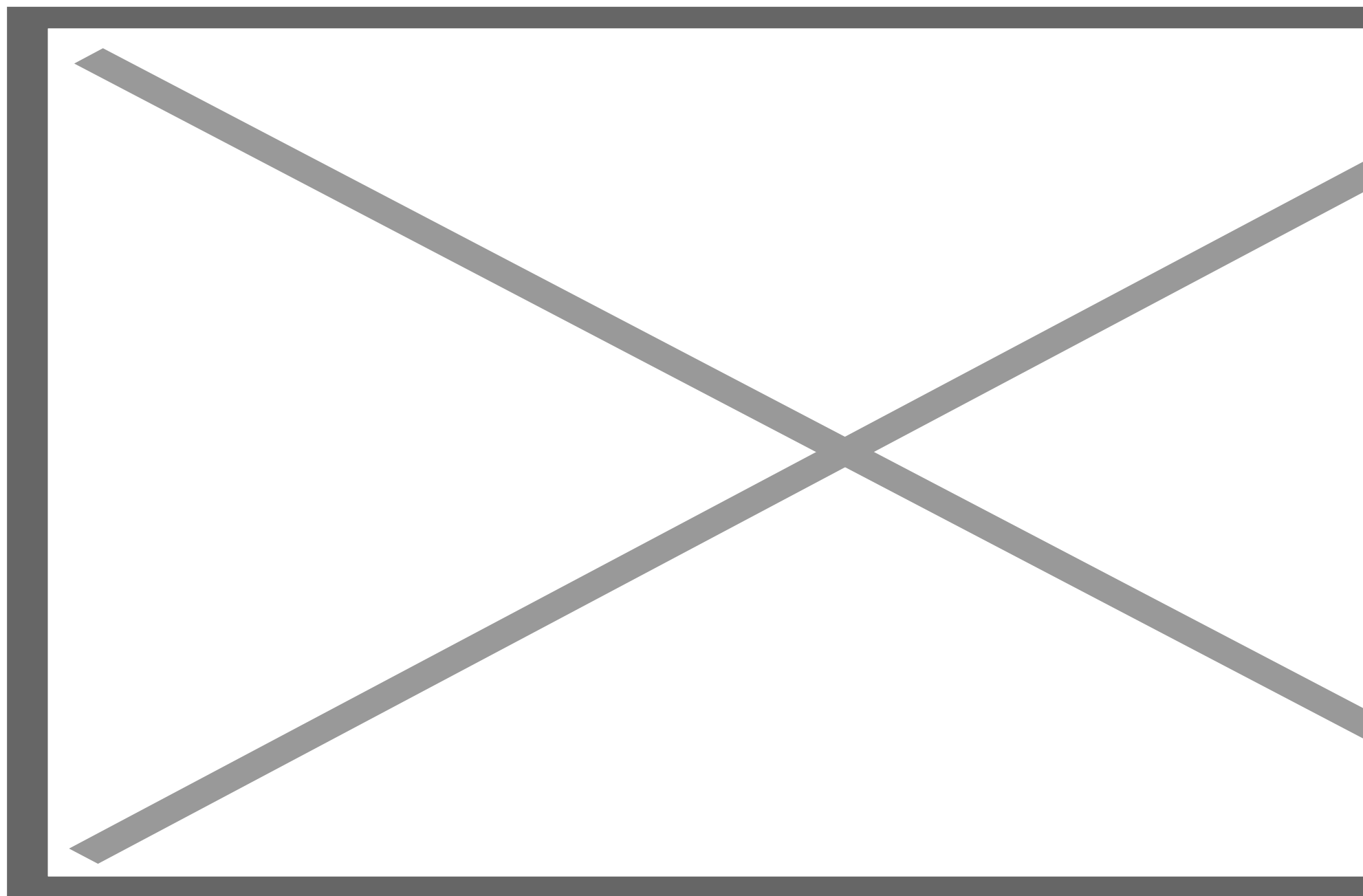
Step 1. Log into Fiori and select the **My Paystubs** application tile located on the dashboard under the **Employee** tab.

Image



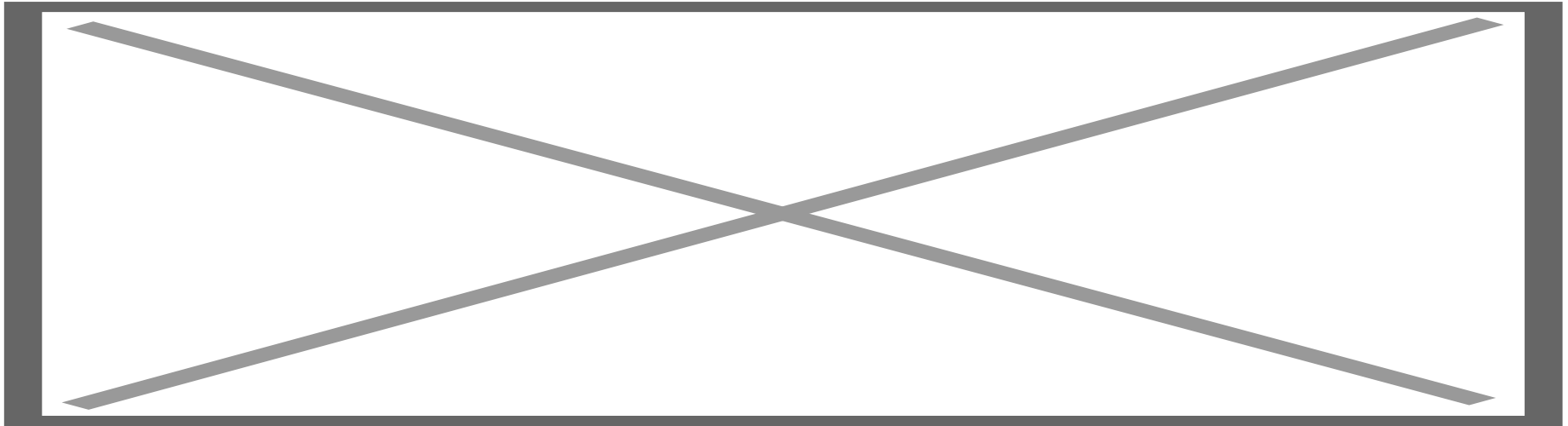
Step 2. A collection of all paystubs is displayed and can be viewed in detail using the **navigation** features on the upper right of the screen.

Image



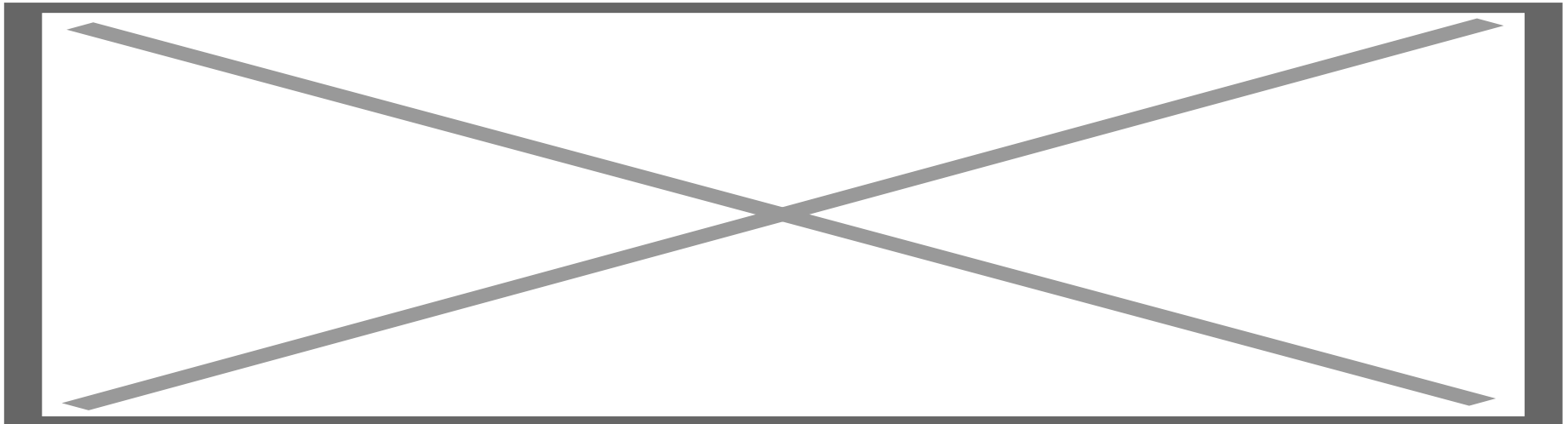
Step 3. To filter on a specific year of pay statements, go to the **Search Paystubs** field and type in a year. For example, type in “**2019**” and click **Enter** on your keyboard or click the **Search** magnifying glass icon.

Image



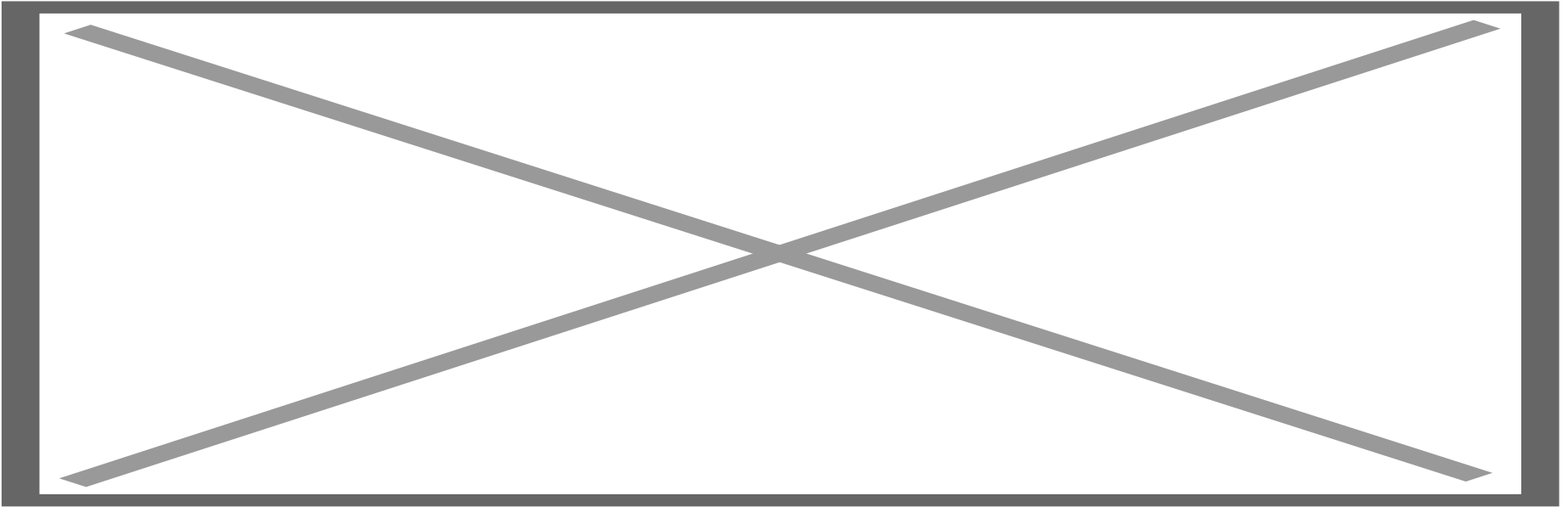
Step 4. To delete the search criteria and go back to the full list, click the **X** in the **Search** field.

Image



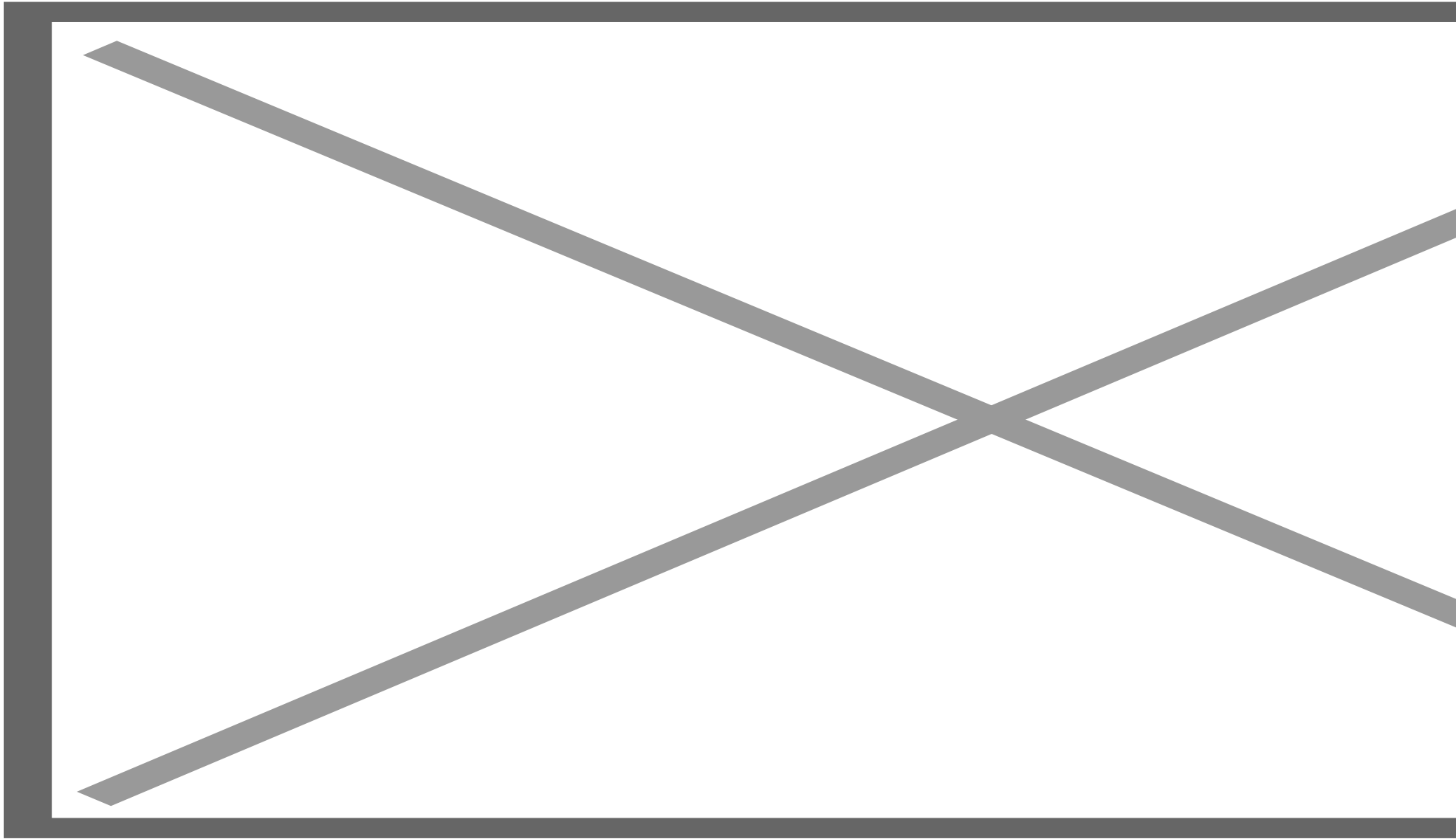
Step 5. To download a specific pay statement, click the **Download PDF** arrow in a column on the right side of the screen.

Image



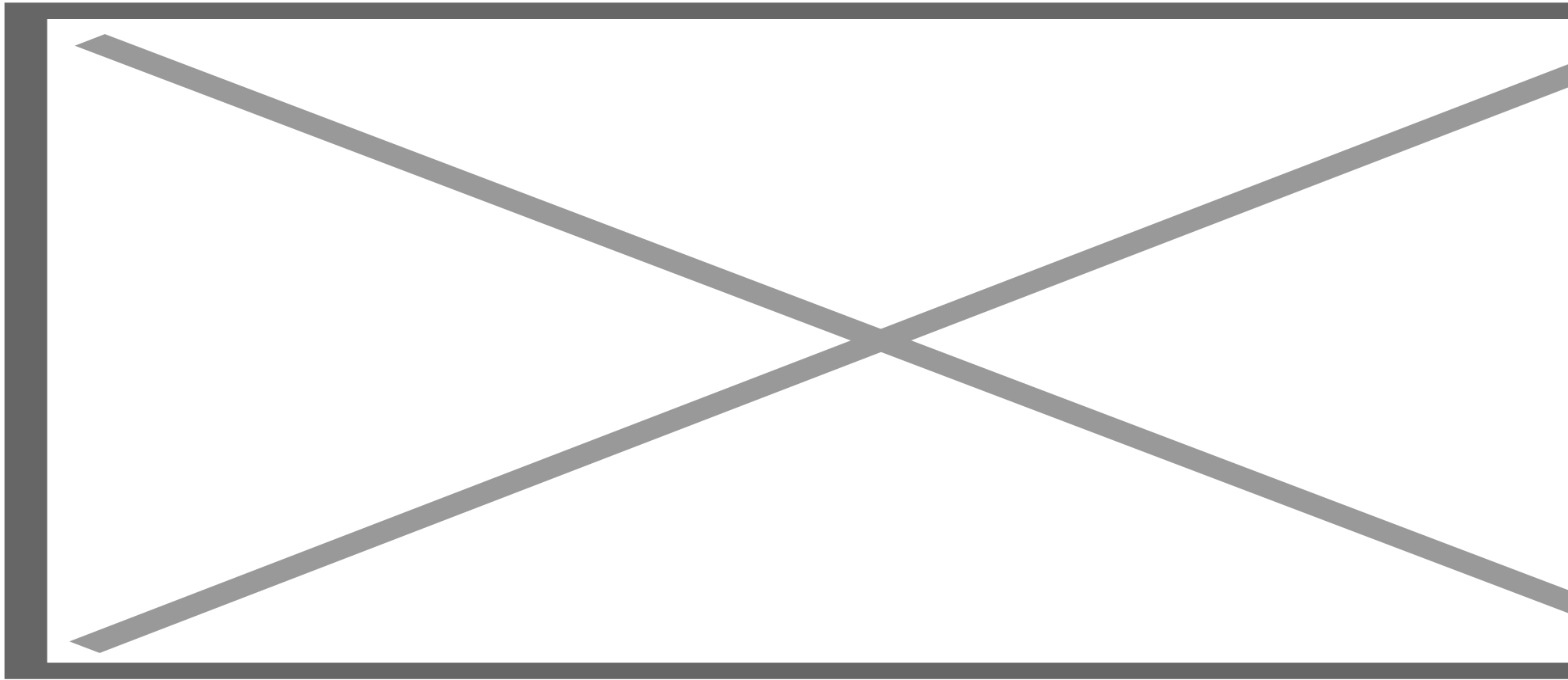
Step 6. Click on the downloaded file to open the PDF. It will be behind the downloads button on the top right of your screen.

Image



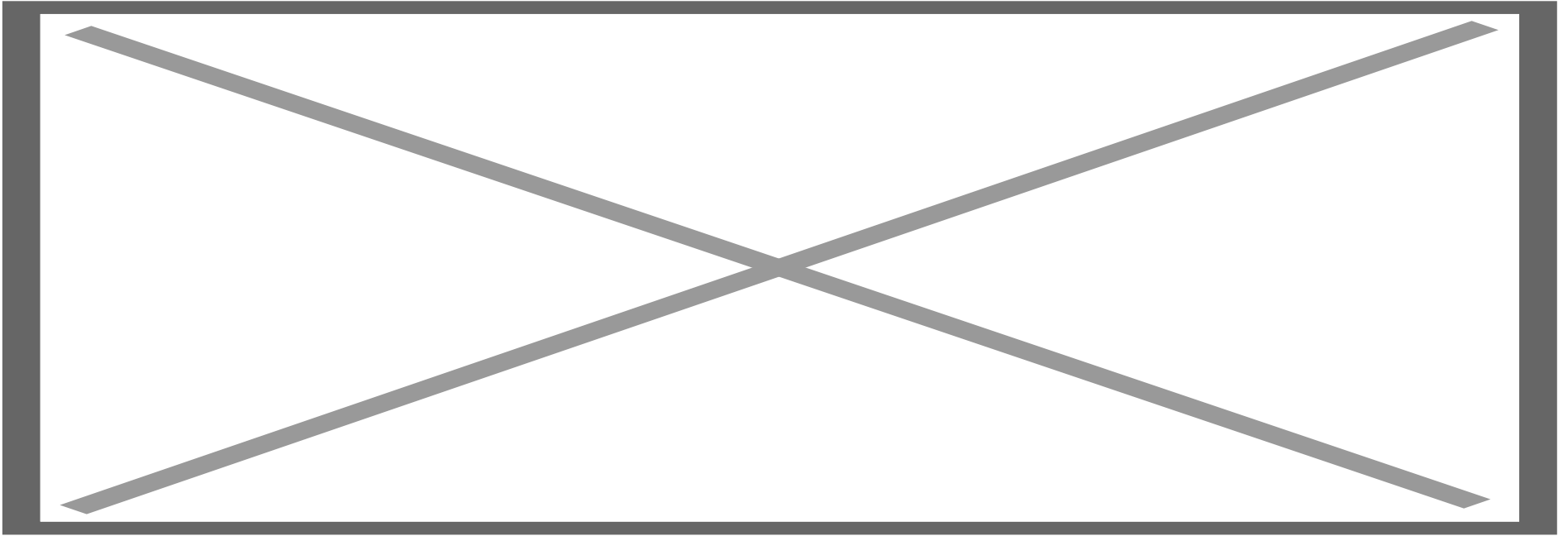
Step 7. Click on **Download** or **Print** icon to save or print the pay statement.

Image



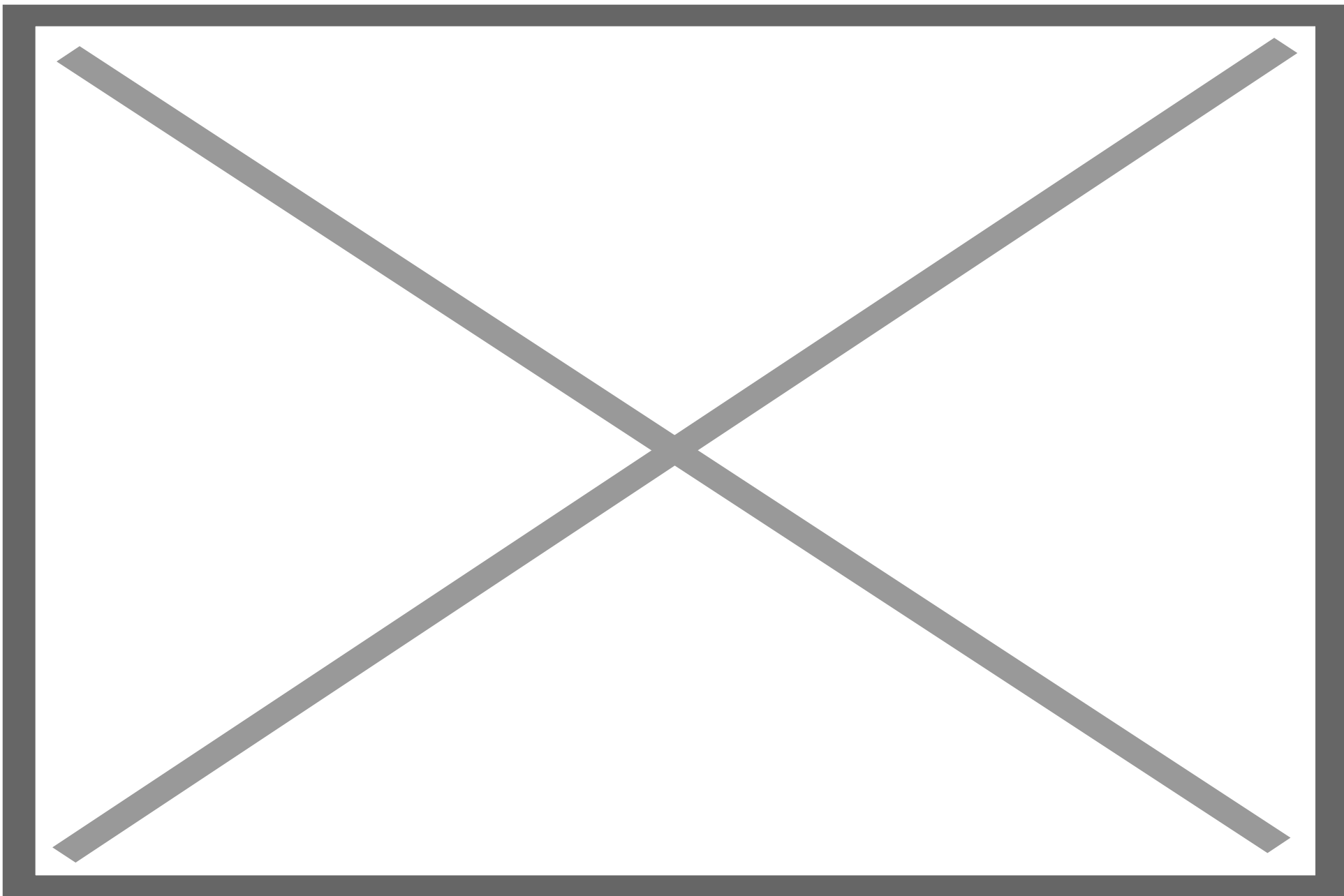
Step 8. Another way to print a pay statement is to click on the **Print PDF** icon in the column on the right side of the screen.

Image



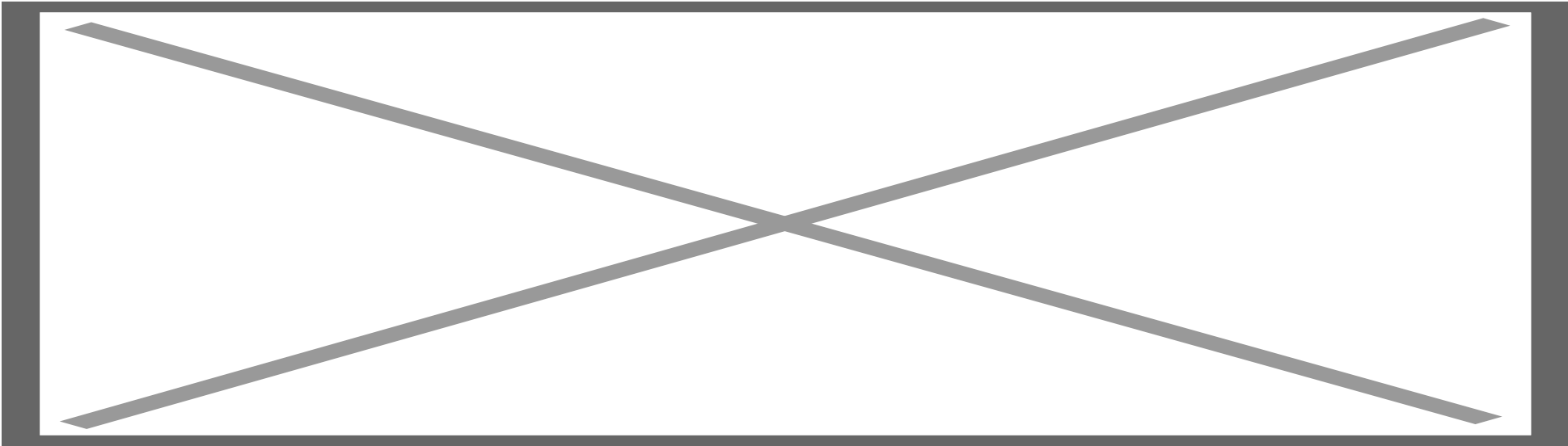
Step 9. A popup window will appear. Choose your printer in the destination field, then click the **Print** button to print the pay statement PDF.

Image



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

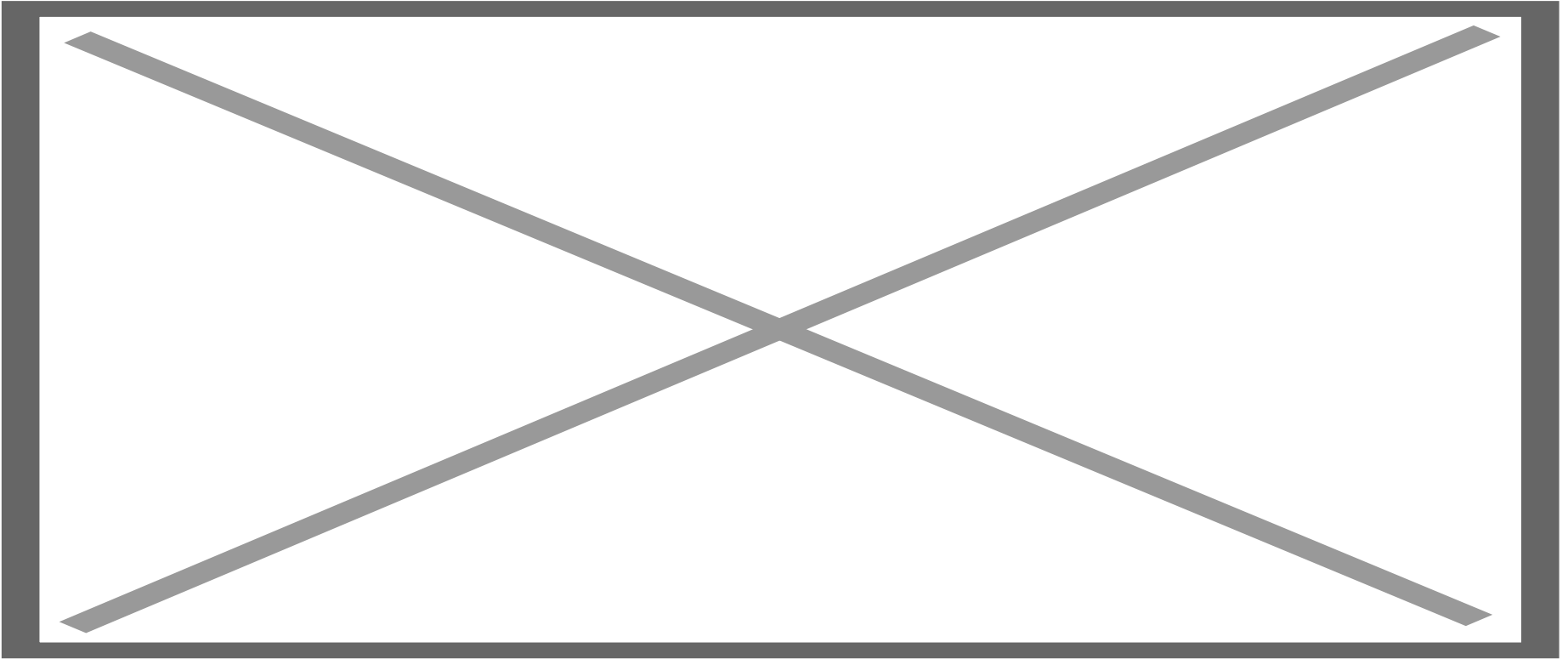


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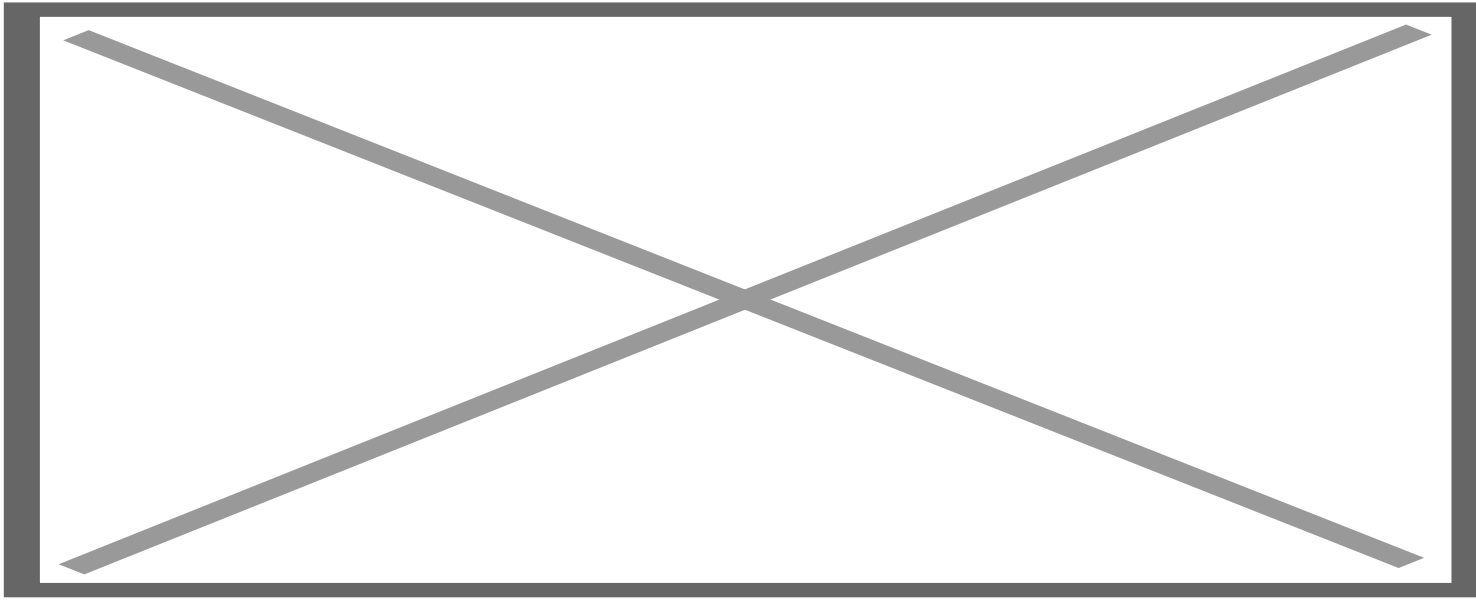


Step 11. Click the **Export to Spreadsheet** icon in the navigation features to export a .xlsx file. Click the **OK** button on the confirmation popup window.

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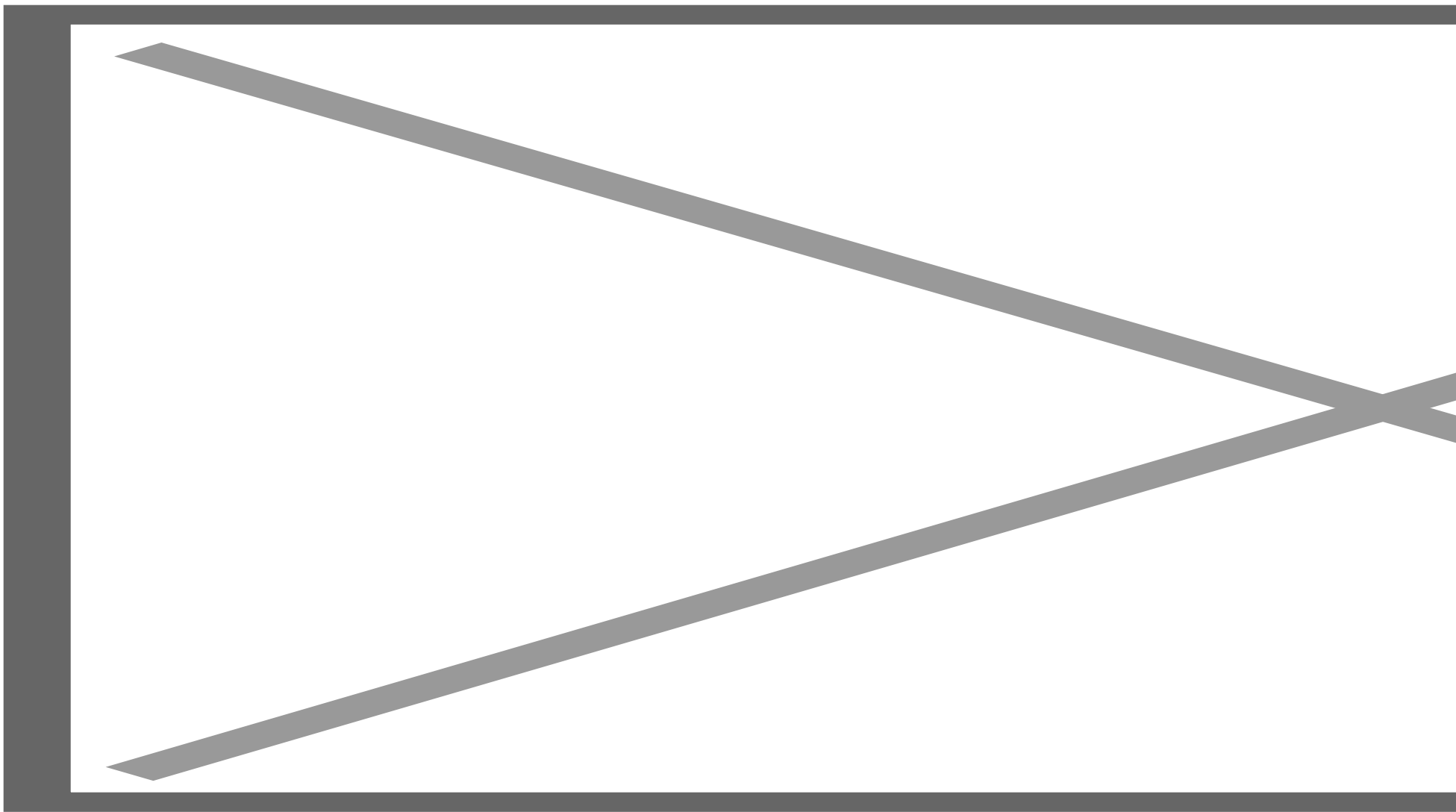


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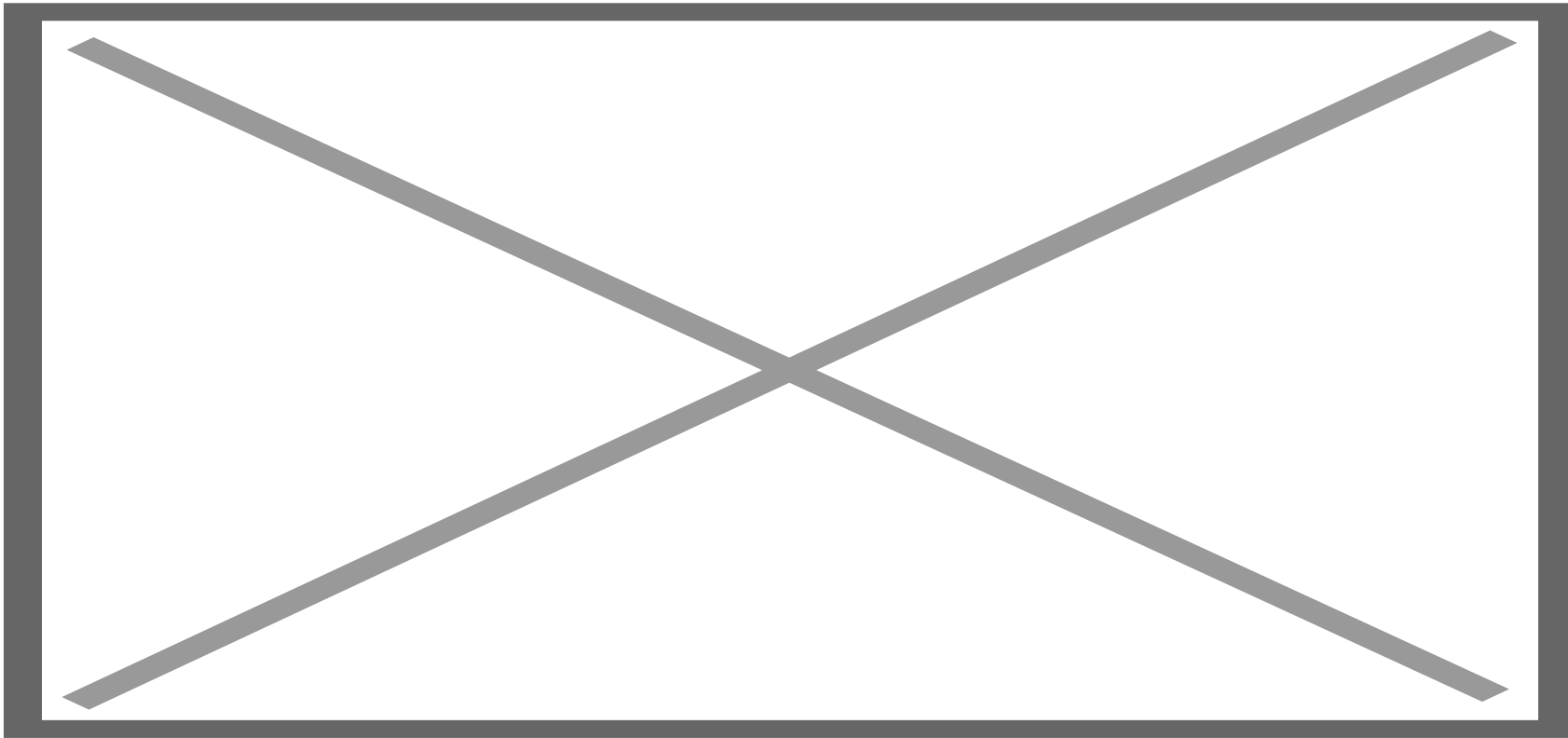


Step 12. Click the .xlsx file in the download area of your browser window to open, and the Excel file is displayed.

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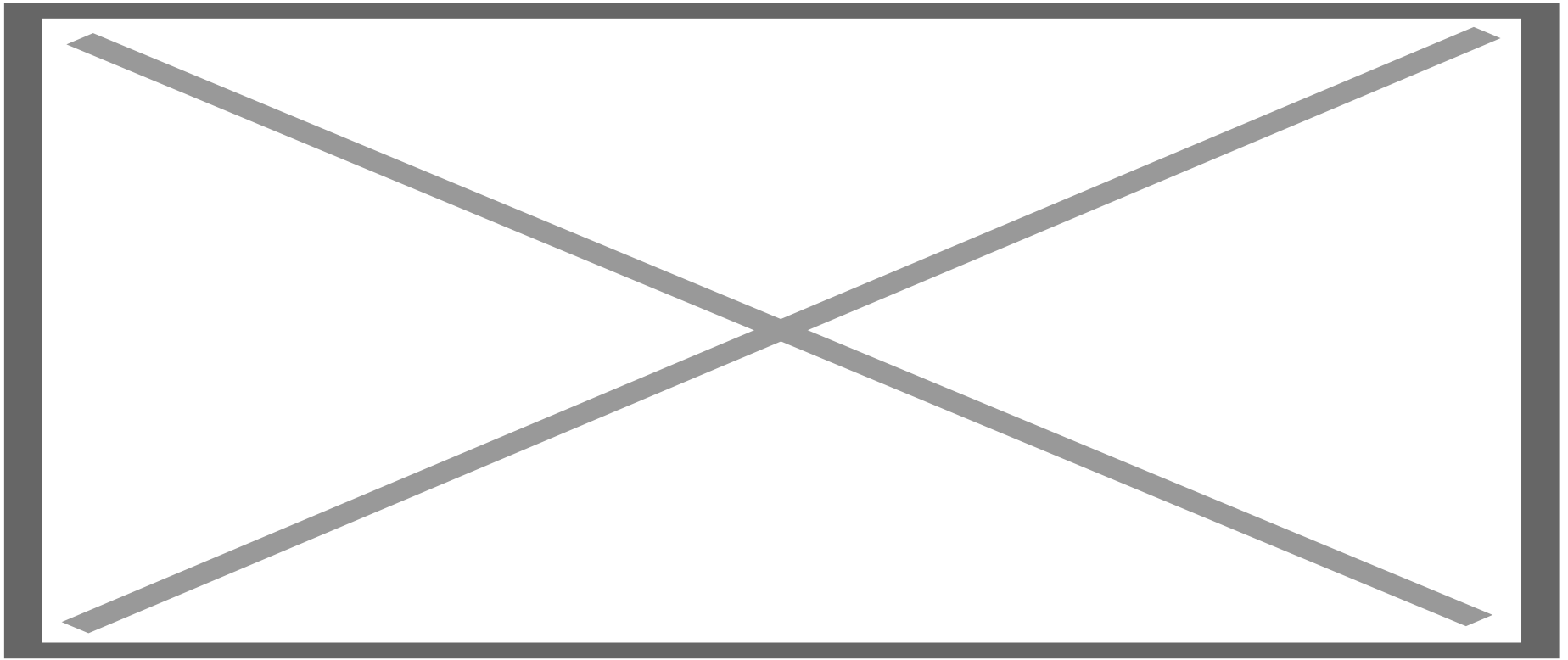


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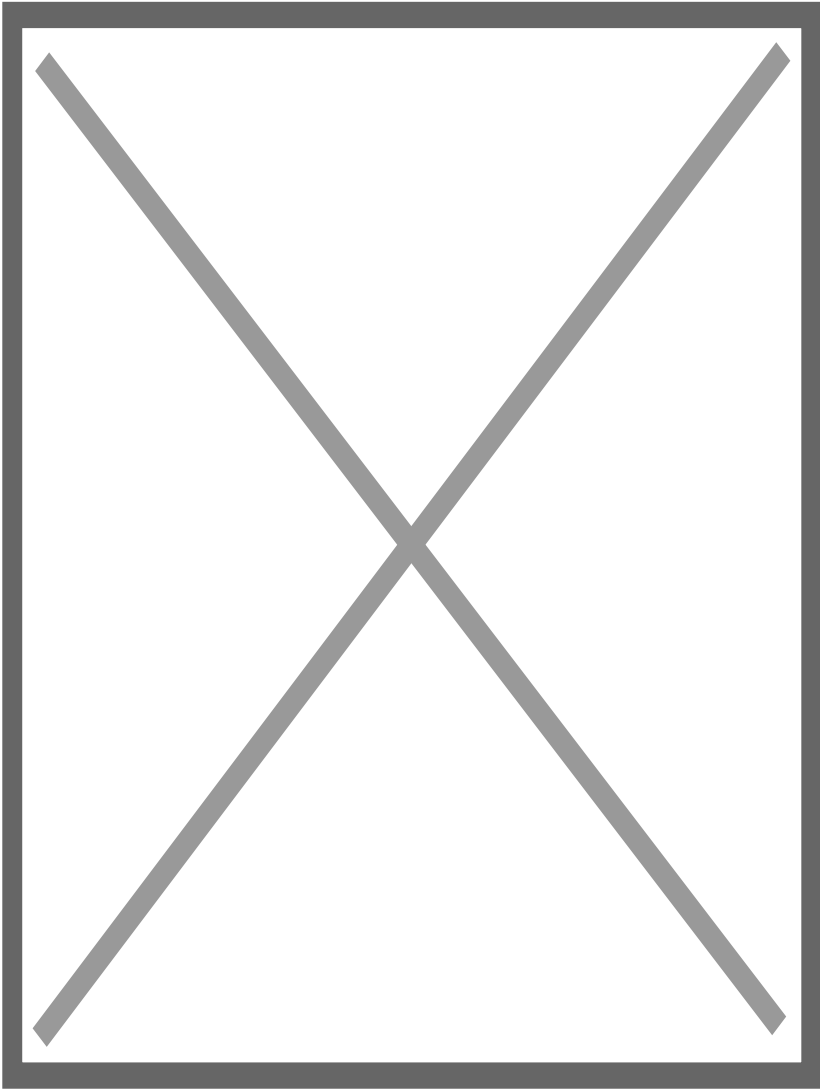
Step 13. Click the **Group your paystubs** icon in the navigation features to change the Group order.

Image



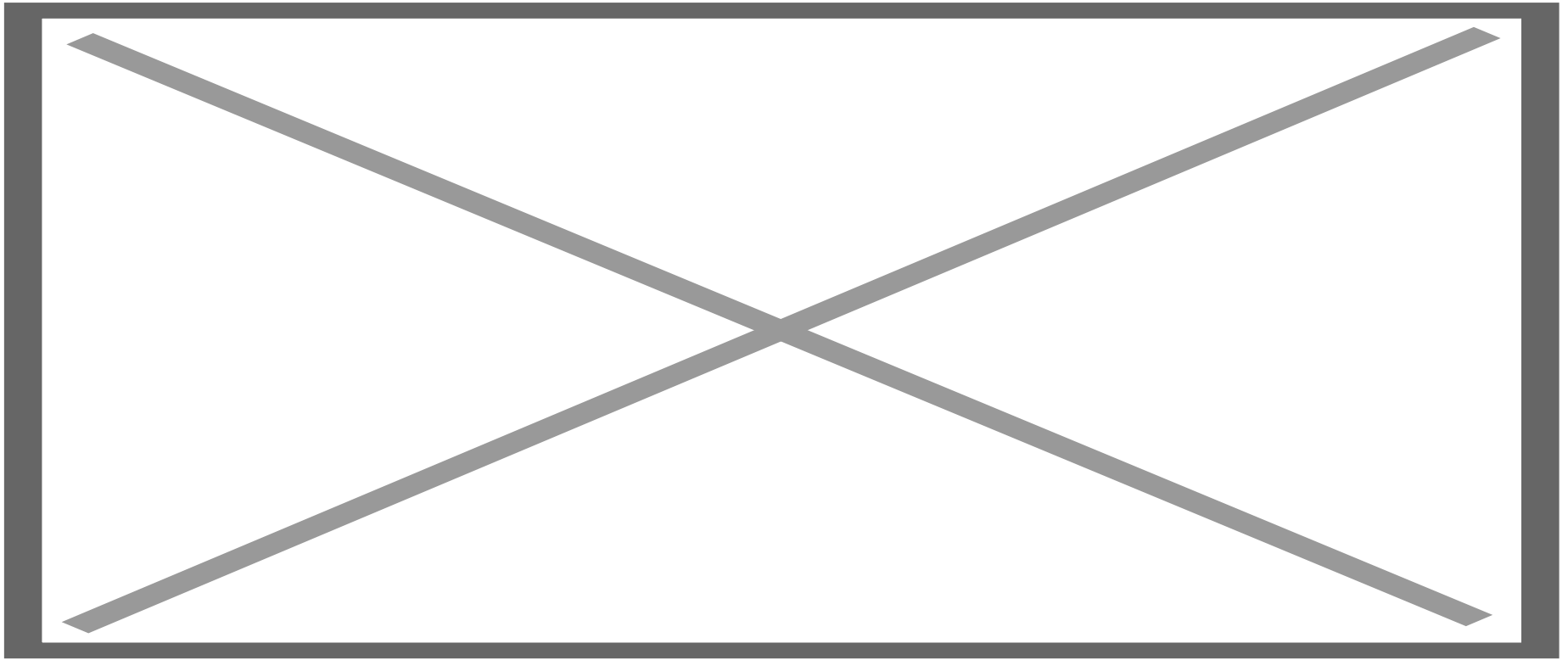
Step 14. Adjust the Group Order to **Ascending** or **Descending** or the Group By to **Payroll Year**, **Payroll Type**, or **None** and click **OK**.

Image



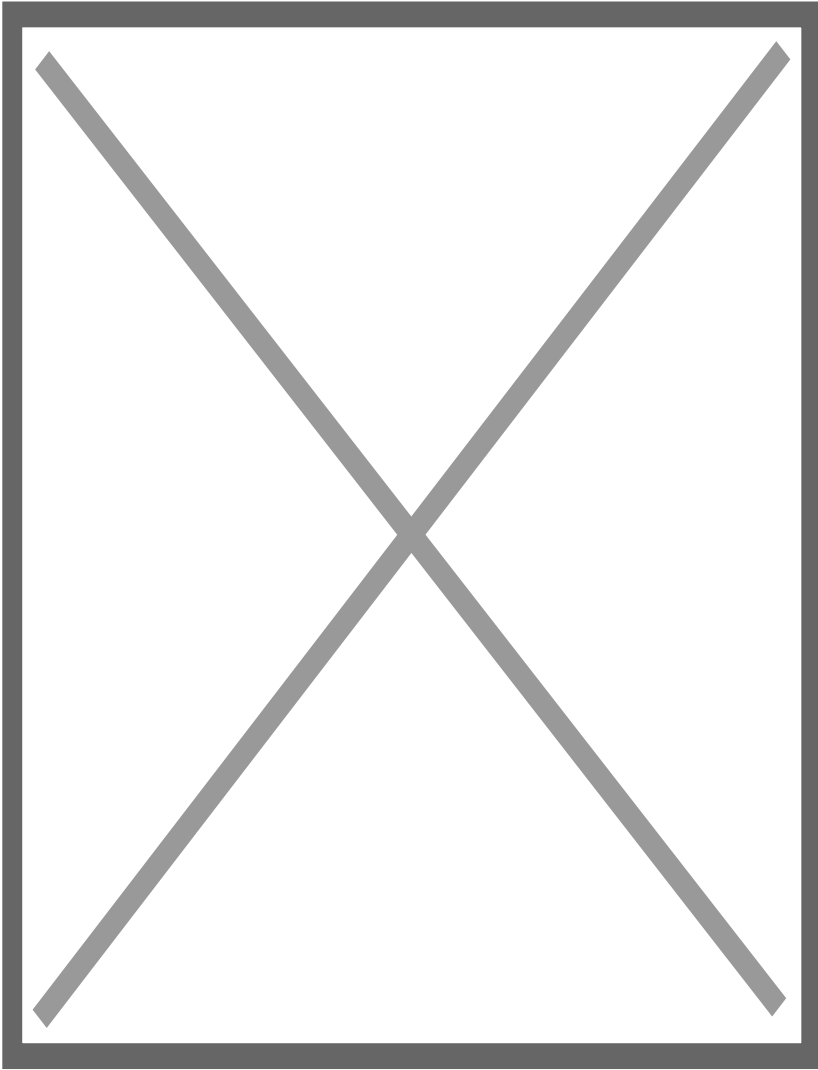
Step 15. Click the **Sort your paystubs** icon to sort pay statements within the timeframe.

Image



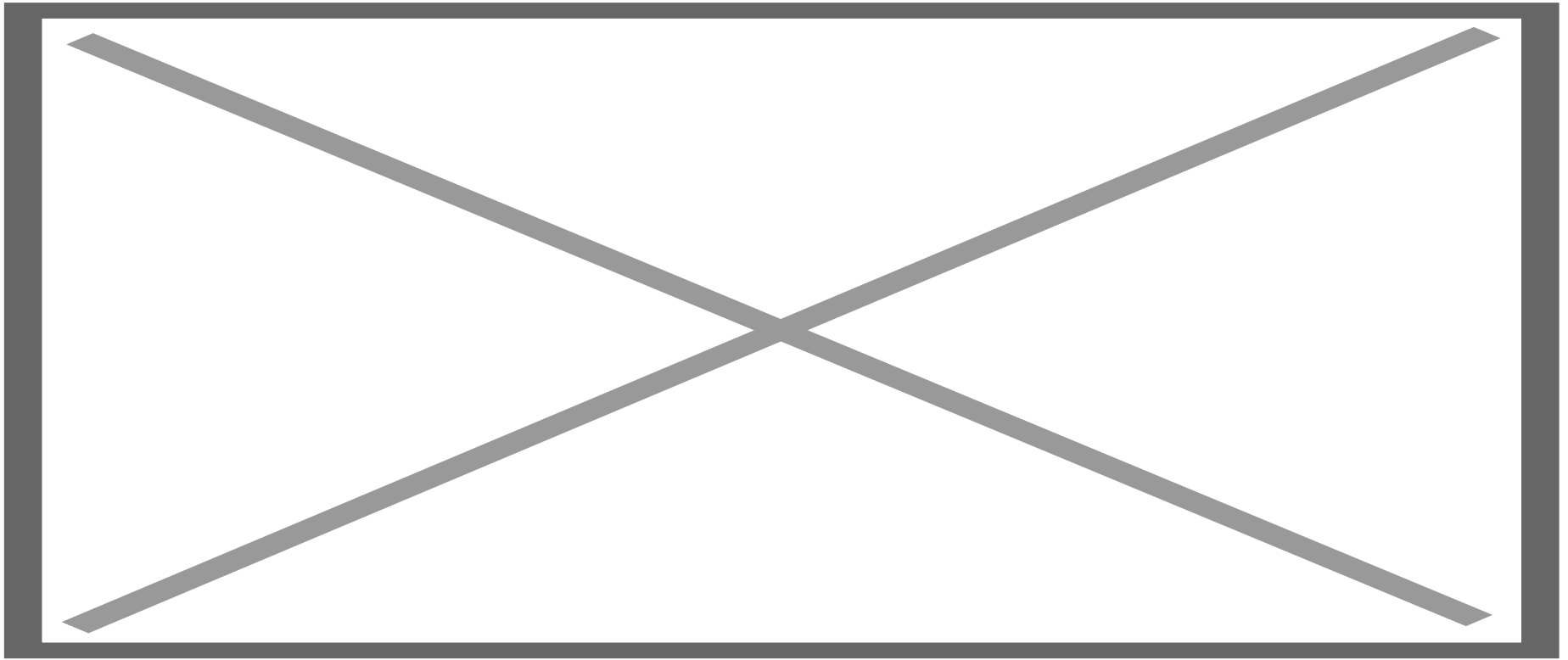
Step 16. You can **Sort by Pay Date, Payroll Type**, and several other options as well as **Ascending** or **Descending**.

Image



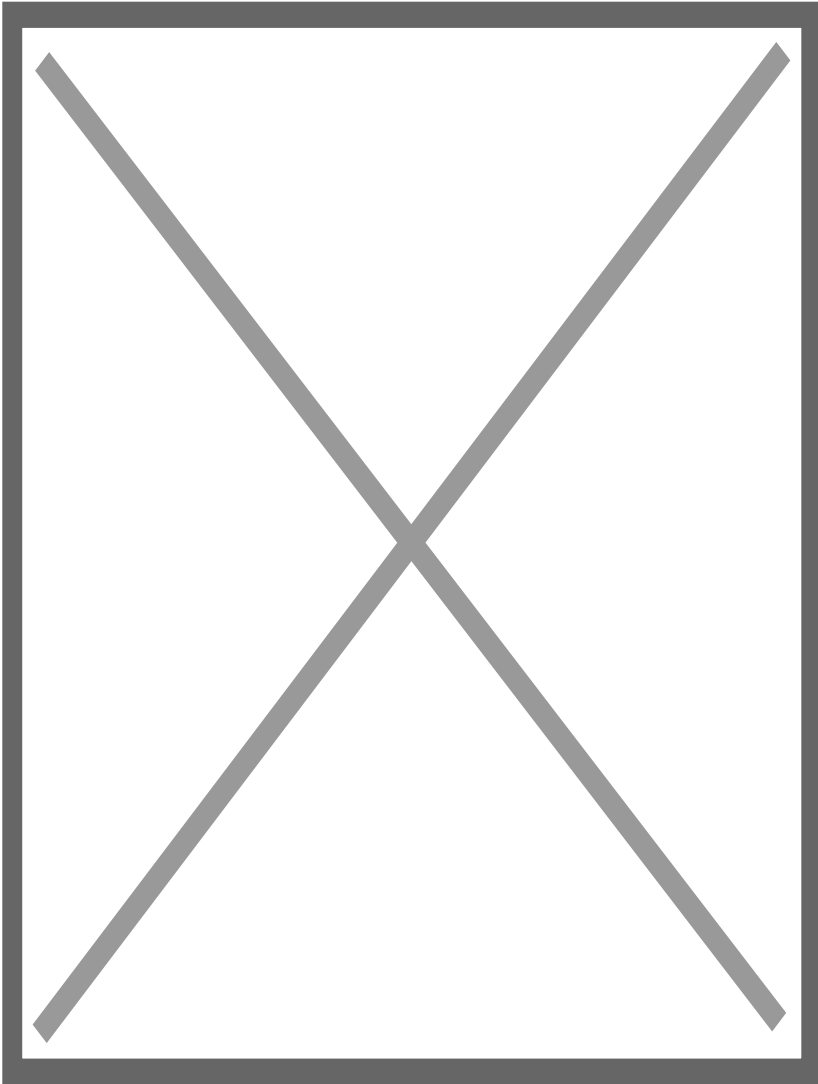
Step 17. Click the **Personalize the table appearance** icon to customize the data that is displayed.

Image



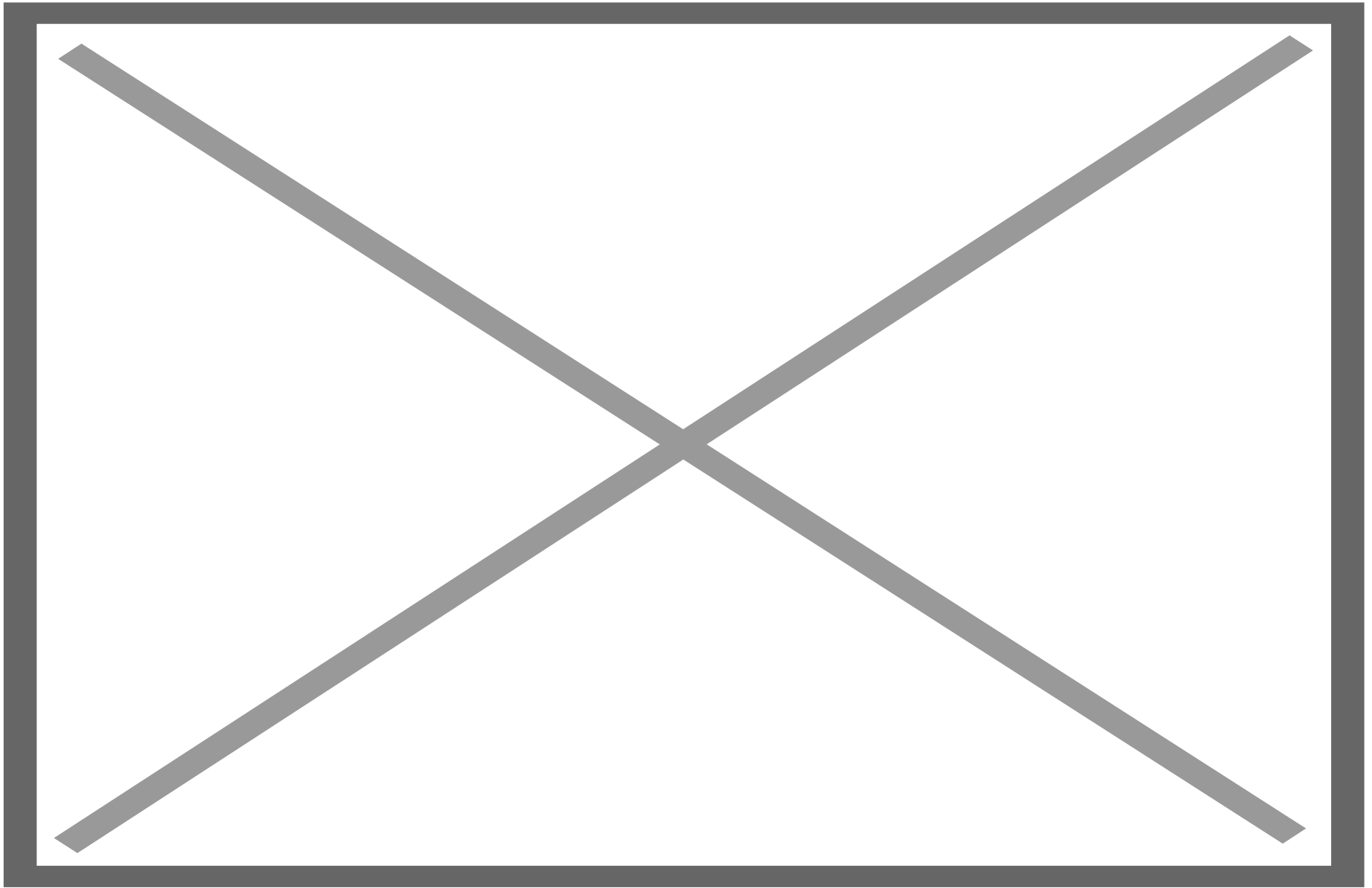
Step 18. Click the various fields to select or de-select columns to display and click **OK**.

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

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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](#)