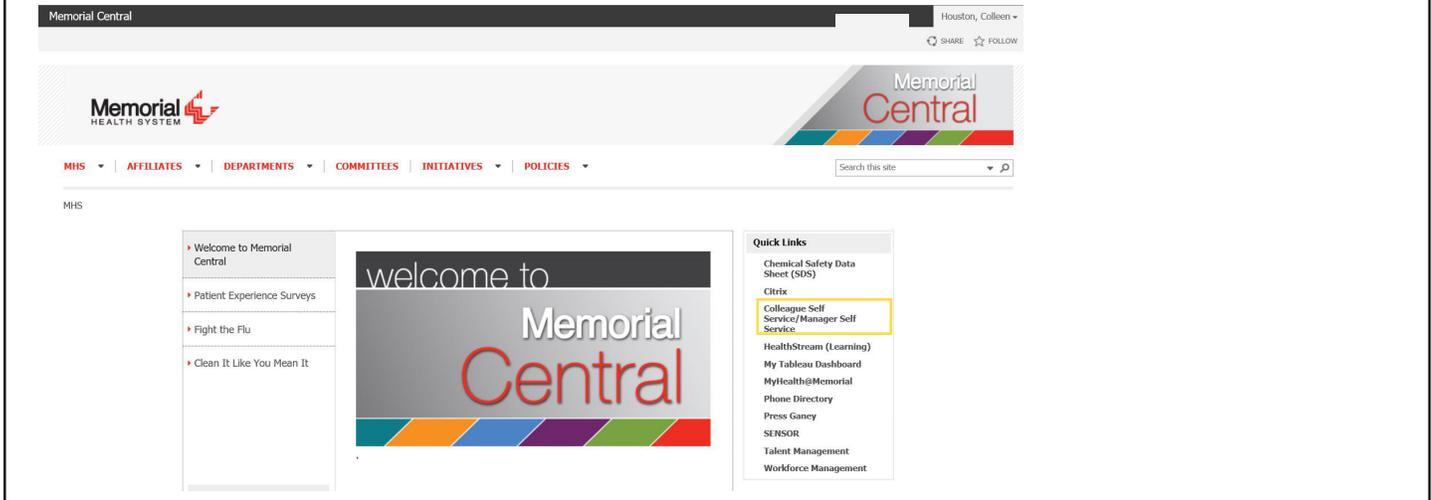


Printing Your Check Stubs

1 To access Document Self-Service, go to Colleague Self Service:



2 Log in with your credentials.

Memorial HEALTH SYSTEM

Infor Ming.le

Username

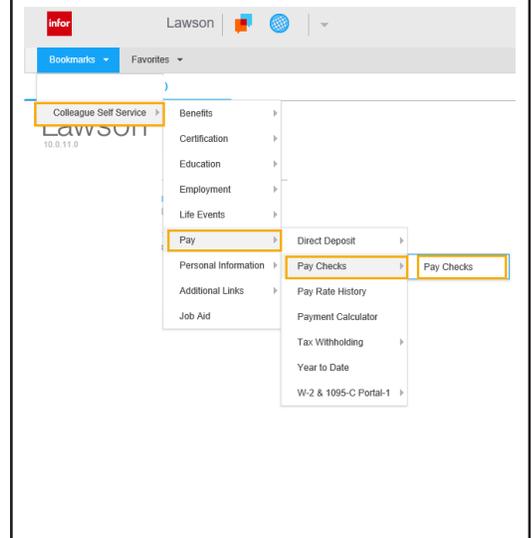
Password

Sign in

- ▶ **Username:** Network ID (three initials and last four of social security number)
- ▶ **Password:** Network password

Questions on network ID or password?
Contact Help Desk at 8-HELP.

3 Navigate to Colleague Self Service/Pay/Pay Checks & Select Pay Checks



4 On the Pay Checks screen, select the date of the check that you would like to view.

The screenshot shows the Lawson Pay Checks interface. At the top, there is a navigation bar with the 'infor' logo, 'Lawson' text, and icons for home, search, and help. Below this are 'Bookmarks' and 'Favorites' dropdown menus. The main heading is 'Pay Checks'. Underneath, there is a 'Payments' section with a table. The table has three columns: 'Date', 'Gross', and 'Net'. The 'Date' column contains the following entries: 03/13/2020, 02/28/2020, 02/14/2020, 01/31/2020, and 01/17/2020. The '03/13/2020' entry is highlighted with a yellow box. To the right of the table is a vertical scrollbar.

5 On the bottom left of the screen, select Printable Pay Stub. Your pay check will open for viewing and printing. To view or print other paychecks, please return to step 4.

This screenshot shows the same Lawson Pay Checks interface as in step 4, but with a 'Printable Pay Stub' window open. In the 'Summary' section at the bottom left, the 'Printable Pay Stub' link is highlighted with a yellow box. A list of summary items is visible below it, including Check Number, Payment Date, Period End Date, Gross Wages, Net Pay, Check Amount, Currency, Routing Number, Bank Account, and Description. The 'Printable Pay Stub' window is a small browser window titled 'Pay Stub - Internet Explorer'. It displays the following information: MEMORIAL HEALTH SYSTEM, 701 NORTH FIRST STREET, SPRINGFIELD, IL 62781-0001 United States of America. Below this, there are fields for 'Number' and 'Check Date'. The 'Print' button in the top right corner of this window is highlighted with a yellow box. The background shows the 'Payments' table from step 4, and to its right, there are sections for 'Wages' (with columns for Pay and Hours) and 'Taxes' (with columns for Deduction and Amount). At the bottom, there is an 'Aftertax Deductions' section with columns for Deduction and Amount.