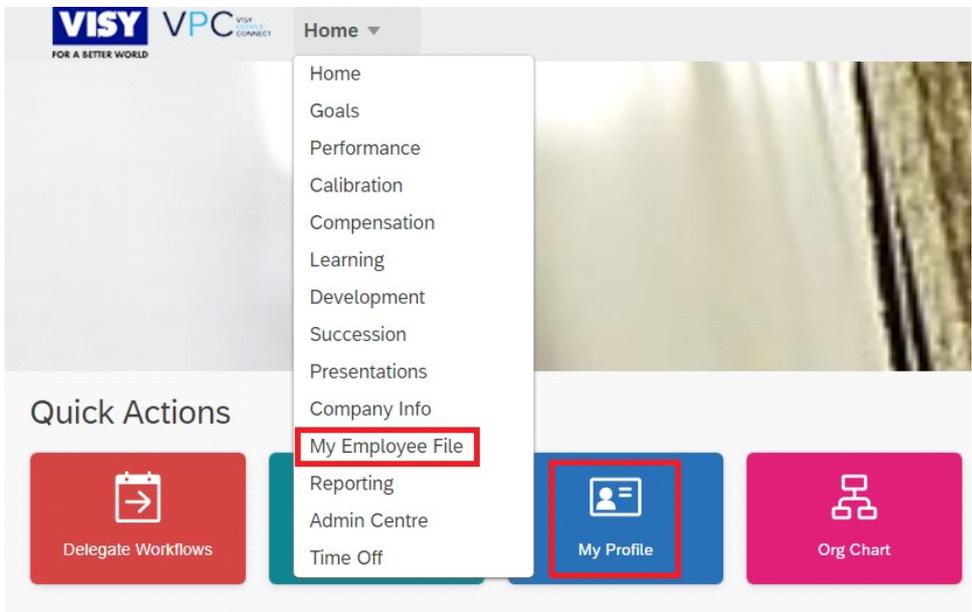
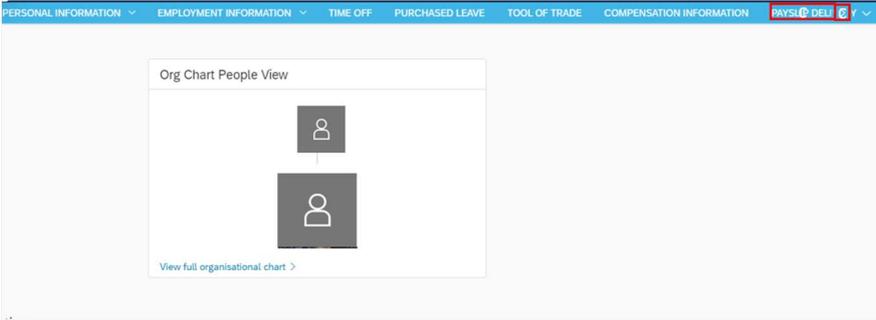


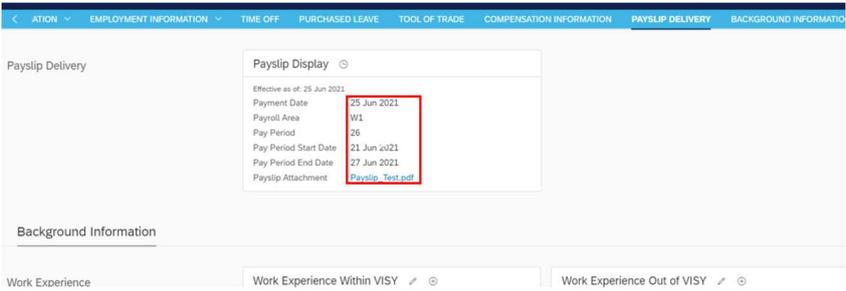
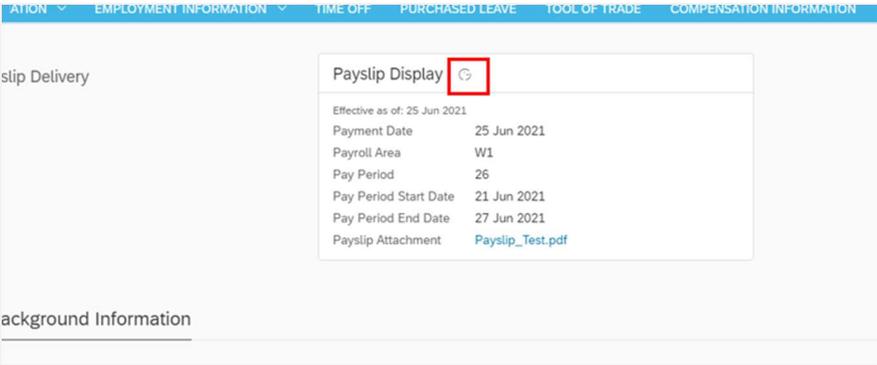
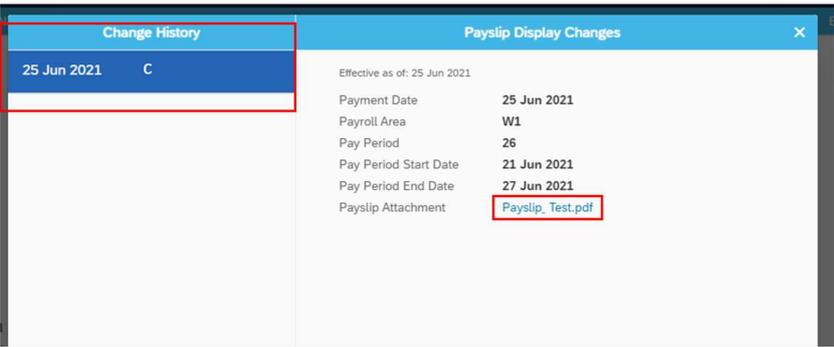
Quick Reference Guide

View Payslip

The purpose of this Quick Reference Guide (QRG) is to outline the steps to follow in VPC to view payslips.

- **Note:** there are no changes to payslips, pay cycles or pay runs.
- **Note:** payslips issued before the launch of VPC remain in SAP. Payslips issued after the launch of VPC will be viewable in VPC.

Step	Screenshot
<p>1. On the VPC home page click the My Profile or from the Home menu choose My Employee File.</p>	
<p>2. On the Employee Files page click the Payslip Delivery link.</p> <p>Note: you may need to click the > icon to scroll to the right to select the Payslip Delivery link.</p>	

Step	Screenshot
<p>3. In the Payslip Delivery section, you can see details of the most recent payslip, including payment date, pay period, etc.</p> <p>To view the payslip click on the link next to Payslip Attachment.</p>	
<p>4. To view previous payslips, click on the clock icon next to the Payslip Display heading.</p>	
<p>5. The Change History column shows all historical payslips.</p> <p>Click on the payslip to view the details and then click on the link next to Payslip Attachment to view the payslips</p>	
<p>You have completed viewing a payslip in VPC.</p>	

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