



## Viewing Your Pay History or W-2.

To view your pay history, or check stubs, first log into isolved, then navigate to

**Employee Self-Service> Pay History.**

All pay stubs for the current year are shown. If you would like to see history from a prior year, select from the dropdown at the top of the screen called **Year**.

To view an individual pay check, find the check that you are looking for in the list on the pay history screen. Click on that specific check to view the details. From this view, you can see the number of hours dollars and YTD information for earnings and ER contributions. You can also see any deductions that were taken. Also, you can see taxes and taxable wage information.

If you would like to print a copy of the pay stub, simply click on view/print pay stub on the action bar. A copy of the pay stub for the check that you are viewing will open in a separate window. You can print your copy from here.

To view your W-2, Navigate to **Employee Self-Service> W2/ACA/1099 Forms**. All of the forms in history will be listed for each completed reporting year. Choose the document that you wish to view from the list. Click View Document. The document chosen will open in a separate window and will be able to be printed once opened.

This concludes View Your Pay History and W-2.

