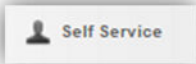

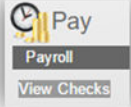


View and Print Checks in NuView

- Log in to NuView (Chrome is recommended) and click the “Self Service” icon  in the upper left corner
- Hover over the “Pay” icon  in the center of the page and click “View Checks” 
- Click “View” at the right end of the pay line you want to view or print; your Earnings Statement will open in a new window
- To print or save, right-click anywhere in the window of the Earnings Statement; change printing layout to Landscape, if desired. *Please note:* Chrome is recommended for all NuView use. “Print” and “Save as” features may not be available if using Firefox, Internet Explorer, or Safari to access NuView.

EARNINGS STATEMENT									
d. Arlington Heights, IL 60005					Check No. 170604 Check Date 02/12/2016 Employee No.: 33431 Pay Period: 01/16 to 01/31/16				
EARNINGS				DEDUCTIONS				BENEFITS	
HR	YTD HRS	CUR AMT	YTD AMT	DESC	CURRENT	Y-T-D	DESC	CURR	
.83	227.49			Pretax:			Per Bal		
							Per Taken		
				Total:			Sick Bal		
							Vac Bal		
							Vac taken		
TAXES				NET PAY DISTRIBUTION					
CURRENT									

HELPFUL DOCUMENTS

- When in the View Checks window, click the “See Also” icon  in the upper right toolbar for the documents related to your Earnings Statement
- Click the title to open 