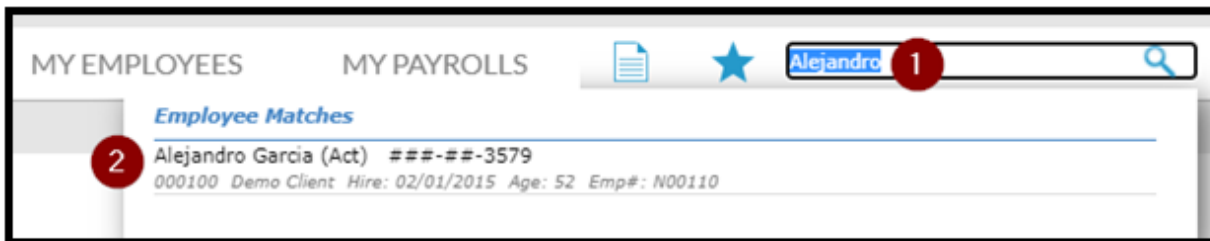


Employee pay stubs can be printed from either Employee Detail or Payroll Vouchers. Both can be found at: [helpside.com](https://helpside.com) -> Employer -> Manager (MSS) Portal

### Employee Detail

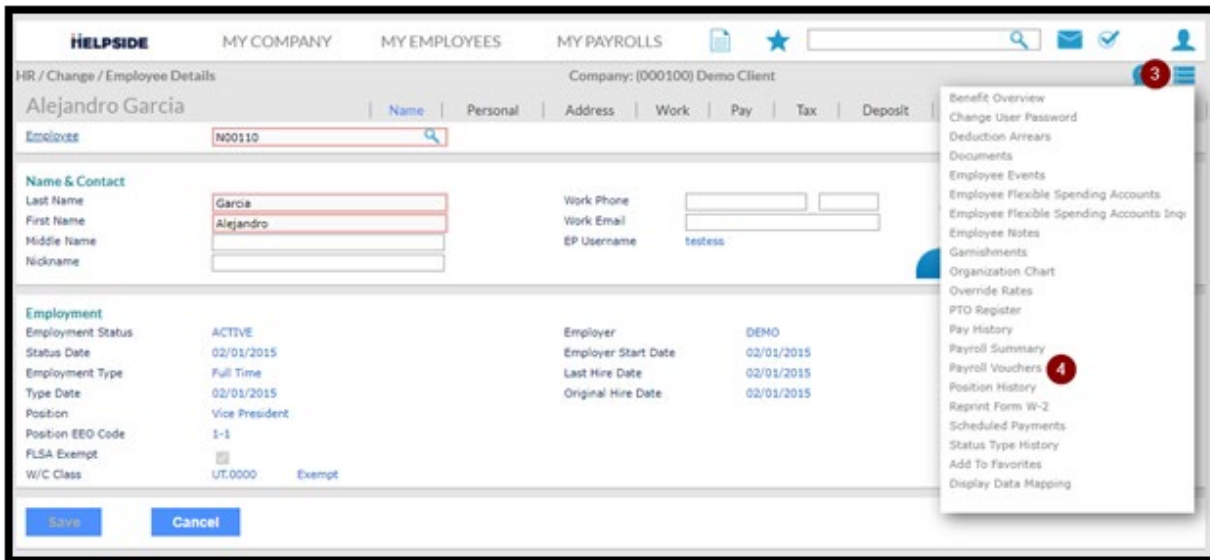
Step 1: Type the employee's name in the search bar.

Step 2: Select the employee's name from the list.



Step 3: Select the **Action Menu**.

Step 4: Select **Payroll Vouchers**.



Step 5: Select the desired **Voucher #**.

Payroll / View / Employee Payroll Vouchers Company: (000100) Demo Client

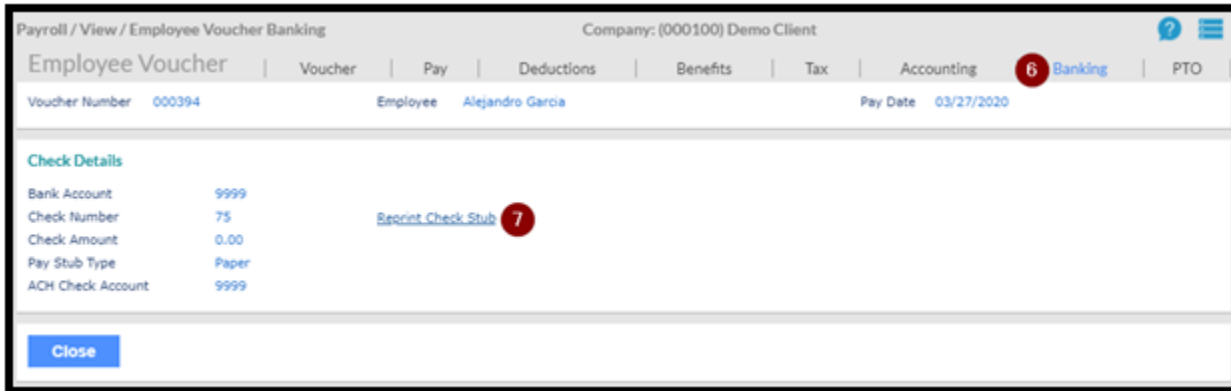
Employee Payroll Vouchers

Employee N00110 GARCIA ALEJANDRO Year 2020

Voucher#	Check/Advice#	Type	Pay Date	Gross Earnings	Expense Reimbursements	Gross Pay	Deductions	Taxes	Net Pay	Weeks
000394	75	Check	03/27/2020	300.00	0.00	300.00	299.55	0.45	0.00	2.00
000379	69	Check	03/13/2020	300.00	0.00	300.00	299.57	0.43	0.00	2.00

Step 6: Click **Banking**.

Step 7: Click **Reprint Check Stub**.



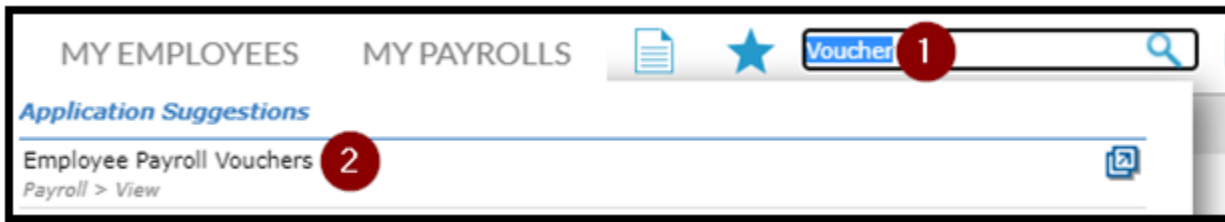
Step 8: The pay stub will open in a separate window. Click the print icon.



### Payroll Vouchers

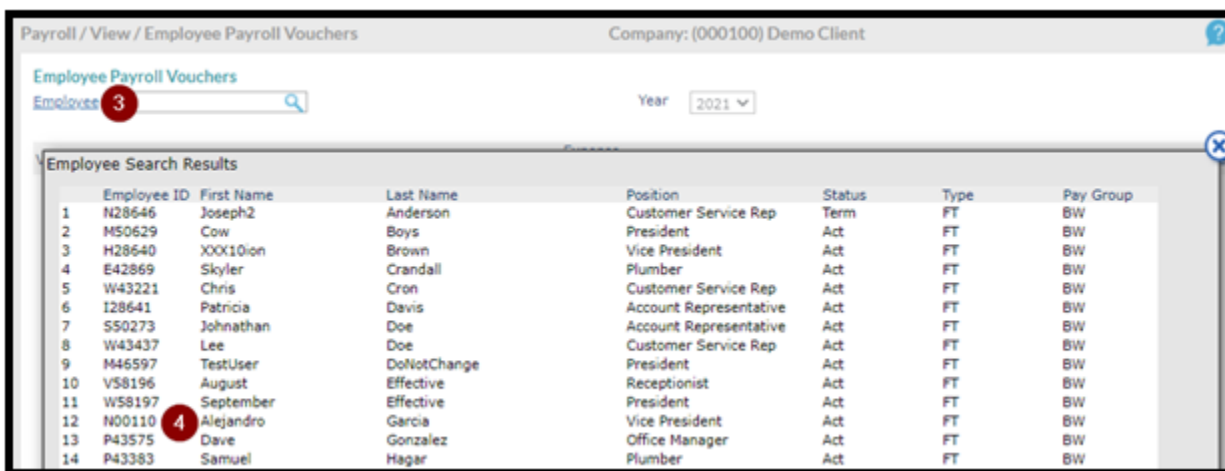
Step 1: Type **Voucher** in the search bar.

Step 2: Select **Employee Payroll Vouchers** from the list.



Step 3: Select **Employee**.

Step 4: Select the employee's name.



Step 5: Select the desired **Voucher #**.



Step 6: Click **Banking**.

Step 7: Click **Reprint Check Stub**.

Payroll / View / Employee Voucher Banking Company: (000100) Demo Client

Employee Voucher | Voucher | Pay | Deductions | Benefits | Tax | Accounting | **6 Banking** | PTO

Voucher Number: 000394 Employee: Alejandro Garcia Pay Date: 03/27/2020

**Check Details**

Bank Account	9999
Check Number	75
Check Amount	0.00
Pay Stub Type	Paper
ACH Check Account	9999

**7 Reprint Check Stub**

Close

A pop-up window will display while the check stub is being generated.

Generating Check/Advice 000379 for 20209

Processing Step	Date	Time
Creating control record (WEB_CHECK_210487)	07-21-2021	06:25:58AM
Background Processing Beginning	07-21-2021	06:25:59AM

Close

Step 8: The pay stub will open in a separate window. Click the print icon.

