Downloading Pay Statements – Web

This document offers detailed, step – by – step guidance for employees on how to access and download the pay statements from the UKG Pro website. Employees can easily retrieve their pay statements, ensuring they have quick and convenient access to their earnings information. This process not only streamlines the way employees manage their pay records but also enhances their ability to keep track of their financial information efficiently. Whether for personal records, tax preparation, or other financial planning, these instructions will help employees navigate the UKG Pro system with ease.

Instructions

Downloading the Pay Statement

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select Pay > **Pay History**.
4. Select the **Pay Date** you want to download.
5. Click on the **Download** (⬆ download) icon.
6. Another screen will pop up.
7. Select **Download** (⬇) in the top right-hand corner.
8. Click on **Save**.