

Downloading Pay Statements (Web)

Employees can easily access and download their pay statements through the UKG Pro website. This ensures quick and convenient access to earnings information for personal records, tax preparation, or financial planning.

This guide provides step-by-step instructions to help employees:

- Log in securely to the UKG Pro website
- Navigate to the pay statements section
- Download pay statements for personal use or recordkeeping
- Streamline payroll management by keeping financial information organized and accessible

By following these instructions, employees can efficiently retrieve their pay statements, making it easier to manage and track their financial information.

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, scroll down to **Myself**.
3. Select Pay > **Pay statements**.
4. Select the **Pay Date** you want to download.
5. Click **Download**.
6. A pop-up window will appear to select **SSN** to be displayed or hidden.
7. Click **Download**.
8. Another window will appear showing the pay statement in PDF.
9. Click **Download**.
10. Click on **Save**.

