

Employee Guide to Printing Check Stubs Online

All active EMT Employees have access to a web portal where they are able to view their employee profile, generate pay history reports, and view/print all of their pay checks issued during their employment with EMT. The link is always available on our website www.emtpeo.com

Please use the following path to access your Check Stub(s)

1. Select [Inquires](#) from the menu along the left
2. Choose [Check Stub](#) from the drop-down menu
3. Make sure you have the correct year selected, and click [Go](#)
4. All checks issued will populate below in short detail

The screenshot shows the EMT web portal interface. On the left, a navigation menu is visible with 'Inquires' circled in red and labeled '1'. Below it, 'Check Stub' is also circled in red and labeled '2'. In the main content area, the 'History Year' section has a dropdown menu set to '2014' and a 'Go' button circled in red and labeled '3'. Below this, a table displays pay history data for 2014.

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Type
12/31/2014	177	1,000.00	173.28	0.00	826.72	C

If you experience any difficulties please email mredmon@emtpeo.com for immediate assistance.



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You are also able to click on the **Pay Date** in blue to show an additional detail (shown below)

HRPyramid Web Edition Thursday February 26, 2015 Company: Demo Company Email Support Logged in as Wayne, Bruce | Logout

Inquiries

- Benefits Summary
- Paid Time Off
- 401K Summary
- Flex Spending
- Check Stub
- Direct Deposit
- W-2 Reprint
- Password Change
- Performance Review

Company: Demo Company

Earnings Detail for Wayne, Bruce 12/31/2014

Description	Hours	Rate	Amount	Department	Location
Regular Pay	40.00	25.0000	1,000.00		1

Deductions Detail

Description	Amount
FEDERAL INCOME TAX	96.78
FICA - MEDICARE	14.50
FICA - OASDI	62.00

Taxes Detail

Description	Amount
FEDERAL INCOME TAX	96.78
FICA - MEDICARE	14.50
FICA - OASDI	62.00

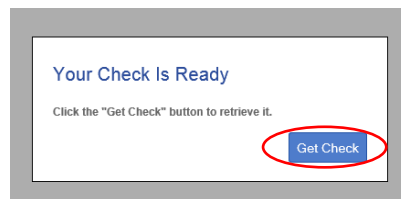
Reprint Check Stub Print Details

Close Detail

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Clicking **Reprint Check Stub** will start a download to show the full check image.

The download takes 5-10 seconds so please be patient... once ready click **Get Check**



Your Check Stub will download to a PDF Document that you are able to **Save** or **Print** for your records.

If you experience any difficulties please email mredmon@emtpeo.com for immediate assistance.