S^D Associates LLC

Behavioral Services Assessment, Consultation, Training and Direct Service

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How To: Print Paystub from Paychex

- Log into you Paychex Flex account from a computer using your unique log in.
- Click on **MENU** in top left corner.
- Click on **MY ACCOUNT.**
- Check stub: Click **VIEW DETAILS** for the appropriate pay date.
- Click **VIEW PDF** in top right corner.
- **PRINT**

First Draft	Internal Review	External Review	Testing	Ready