

My Paystubs

Introduction This tool is used to view paystubs online from the computer or smartphone.

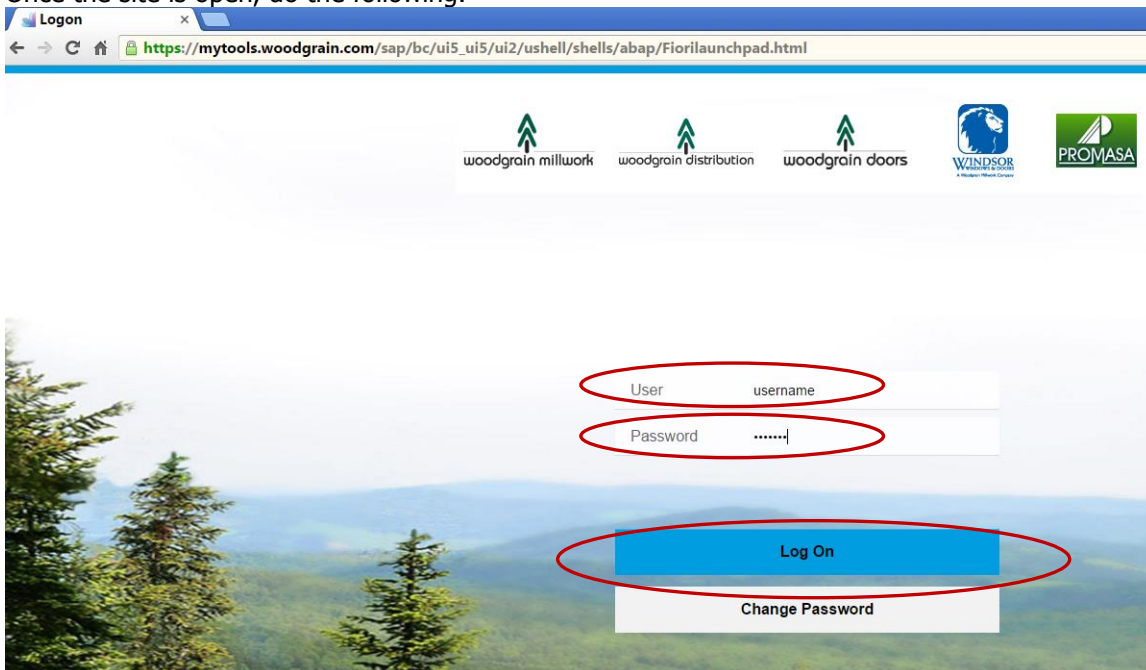
Navigation

Link	mytools.woodgrain.com
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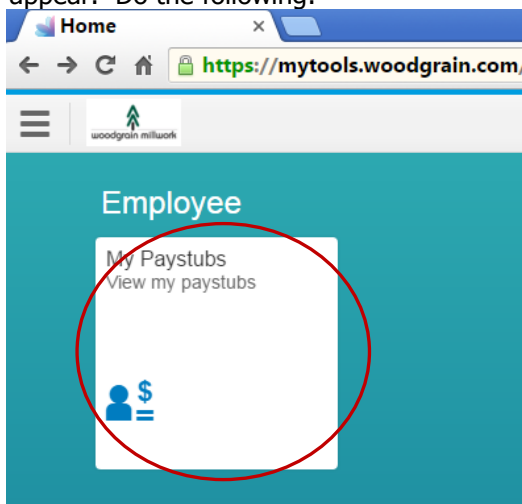
Tip For best viewing, use the most current browser.

Detailed Steps:

1. Within the web browser, go to mytools.woodgrain.com
2. Once the site is open, do the following.

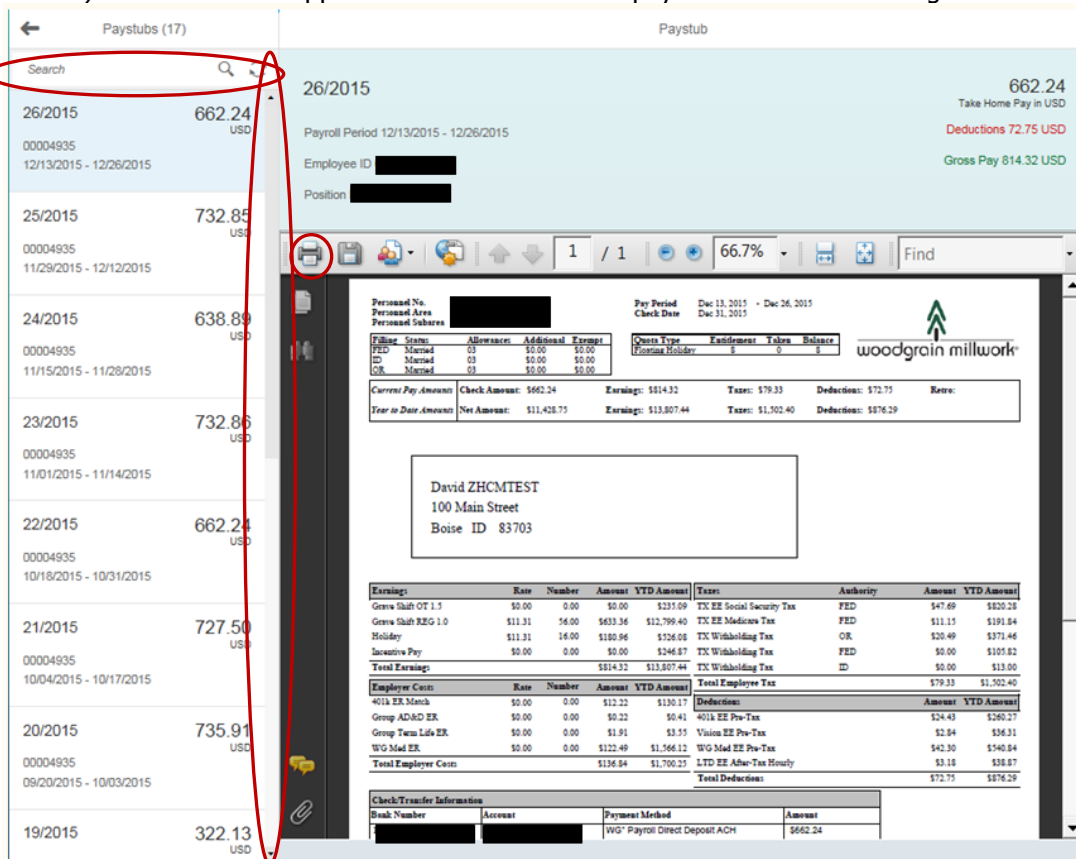


- a. Enter the **User** name.
 - b. Enter the **Password**.
 - c. Click the **Log On** button or press the Enter button.
3. The following screen will appear. Do the following:



- a. Click **My Paystubs** tile.

4. The *Paystub Screen* will appear with the most recent paystub. Do the following:

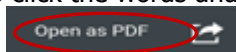



- a. To search for a paystub, use the scroll bar next to paystubs on the left.
- b. Or search in the search window above the list of paystubs.

Note: You can search based on the pay period, pay period date range, and take home pay amount.

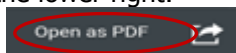
- c. Click on the printer icon to print.

Note: If you do not have the printer icon above the actual paystub, click on **Open as PDF** in the lower right. Be sure to click the words and not the icon next to it.

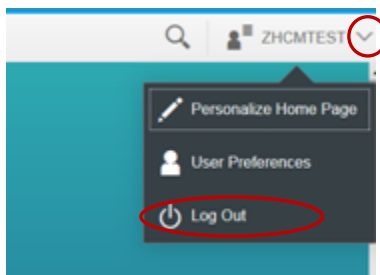



This will open the paystub and a printer icon  will be in the upper right corner to allow you to print.

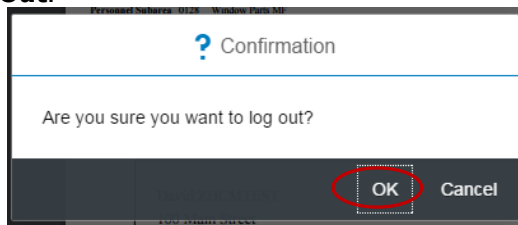
Note: If viewing the paystub from smartphone and you need to view the paystub in pdf format, click on **Open as PDF** in the lower right.



5. To logout, do the following:



- a. Click the **down arrow**  button in the upper right corner.
- b. Click the **Log Out**.



- c. Click the **OK** button.

Notes: All these functions can be performed on your smartphone.