How to View and Print Paystub

This module will give you instructions on how to view and print your paystub.

Step	Action
1.	Navigate to this website to begin: <u>http://www.in.gov/spd/instep</u>
	Enter your User ID and Password into the appropriate field.
	A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.
	For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.



Step	Action
2.	Click the View Payslips link. A new page or tab will populate. <u>View Payslips</u>
3.	Your most recent paycheck should now be available to view. If you would like to view past paystubs then you can click the Paycheck Selection link. Paycheck Selection

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Favorites Main Menu > T	ime & Labor > View Payslips			
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,	statement has been deposited in bank account number:	10/24/2012		
	Failure to notity the Auditor of State of any changes in your personal bank account could result in delay in receiving			
	your pay. To review other ch select	neck(s), Paycheck Selection		
	AUDITOR OF	STATE OF INDIANA TIM BERRY		

Step	Action	
4.	Click the File menu to print your paystub.	
	File	

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Work Offline Exit		select AUDITOR OF STATE OF INDIANA TIM BERI	Rγ		

Step	Action			
5.	Click Print from the list.			
	Print	Ctrl+P		

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Step	Action
6.	Select the correct printer and click the Print button.