

View and Review an Employee's Payslip

Lesson Objective:

Upon completion of the View an Employee's Payslip lesson, you will be able to:

Objective

- View and Review an Employee's Payslip



A pay slip in CV360 is a system-generated document that displays an employee's earnings, deductions, taxes, and net pay for a specific payroll period.

Payslips are automatically generated after payroll processing and can be viewed by authorized users such as Payroll Coordinators and HR Specialists.

Navigation

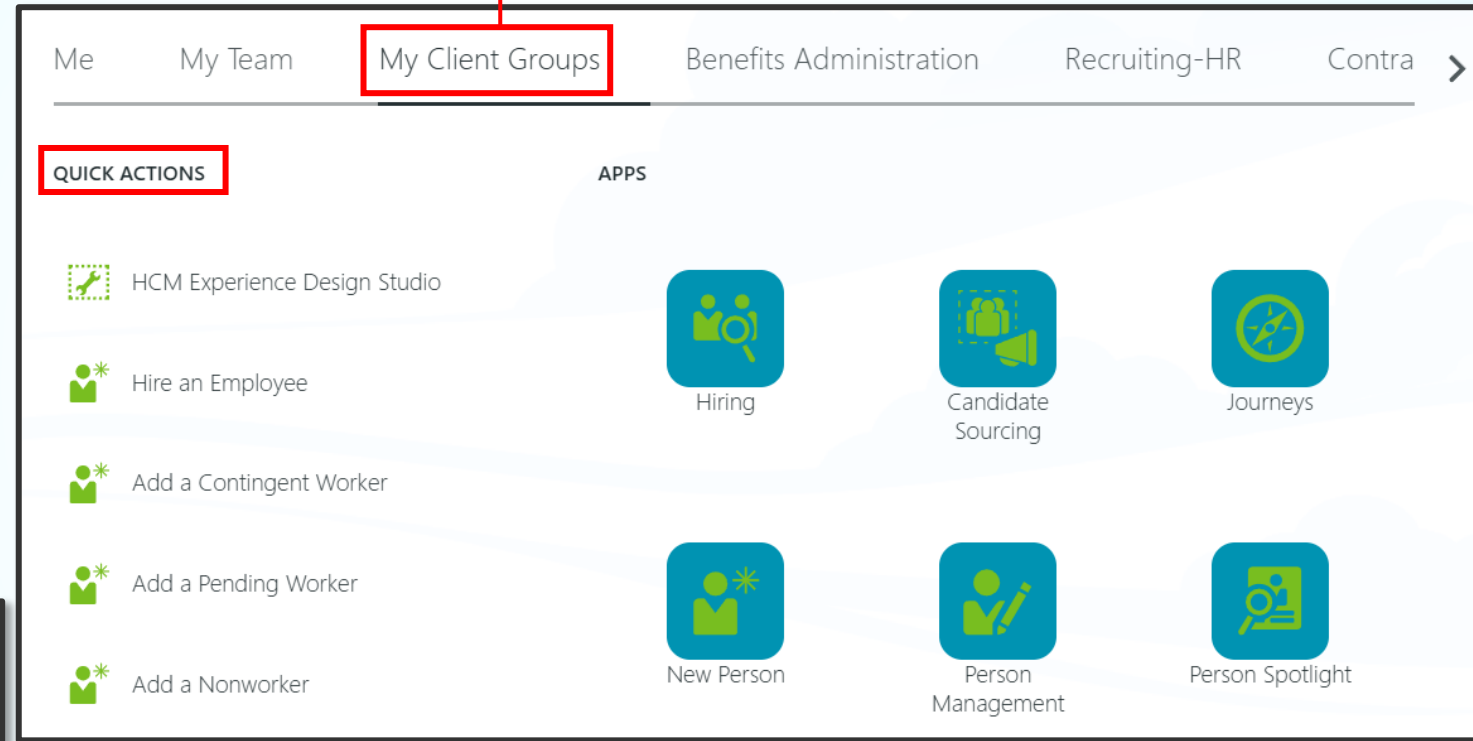


My Client Groups →
Quick Actions →
Show More →
Payroll →
Payslips

View an Employee's Payslip

1

Select the My Client Groups tab



-  Contact Info
-  Dependent and Beneficiary Contacts
-  Change Photo

Show More

2

From the Quick Actions section, select the Show More link from the drop-down list

View an Employee's Payslip

3

Navigate to Payroll section

Payroll



Balance Definitions



Balance Exceptions



Balance Exceptions and Reports



Balance Group Usages



Balance Groups



Payroll Flow Patterns



Payroll Relationships



Payslips



Person Results

4

Select Payslips under the Payroll section

View an Employee's Pay slip



5

In the Search field, key in the employee's name, person number, or assignment number.

< Payslips

Q Search by name, person number, or assignment number

Business Title

Assignment Status

Effective As-of Date

Include Terminated Work Relationships

Worker Type

Filters

Sort By Relevance ▾

☰

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email	Work Phone
evonya jones Augustin	9004 - Polling Place Clerk *			Active - Payroll Eligible	Employee		
SUMATI Hodge King	9012 - Election Worker *			Active - Payroll Eligible	Employee		



The Coordinator can select the employees directly from the **Payslips** page instead of using the search



Apply filters under search bar to ease the search to find an employee

View an Employee's Payslip

< **Payslips**

052465 — Lakethia Mccray

Lakethia Mccray

6

Select the **Employee** from the search result

View an Employee's Payslip



7

Select the Payslip to view

<

Payslips

Shinichiro Kafley

☐

1 of 106 selected

☒ Wednesday, 5/20/15

Net Pay USD 3,352.23

☐ Saturday, 4/26/08

Net Pay USD 3,443.51

☐ Friday, 3/25/05

Net Pay USD 2,994.72

☐ Monday, 10/3/11

Net Pay USD 377.60

Wednesday, 5/20/15



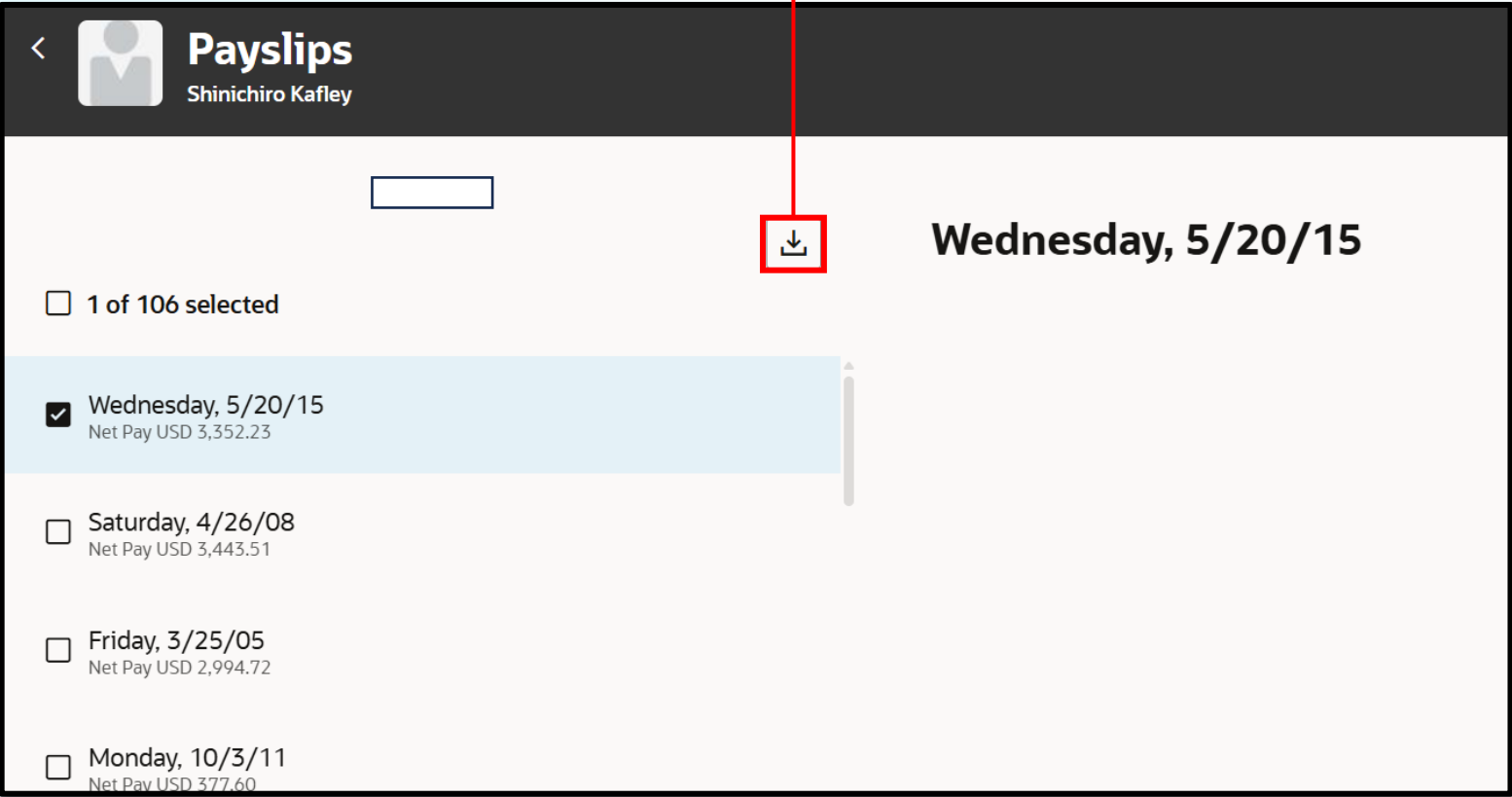
The selected Payslip preview will be displayed on the right side of the page

View an Employee's Payslip



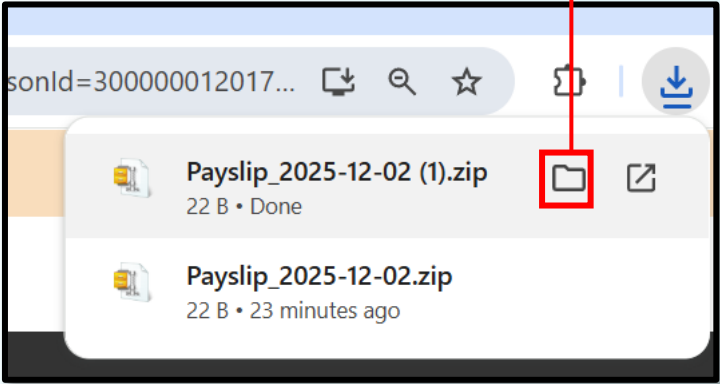
8

Click Download to view the Payslip in detail



Navigate to file destination to open the file

9



Conclusion



- This lesson guided you through how to view an employee's Payslip and review their pay details within CV360.
- Regularly reviewing Payslips ensures transparency, accuracy, and compliance in payroll management processes.
- This lesson guided you through how to preview an employee's Payslip