

FIO-01 My Paystub

[My Paystub Tutorial Video](#)

Purpose

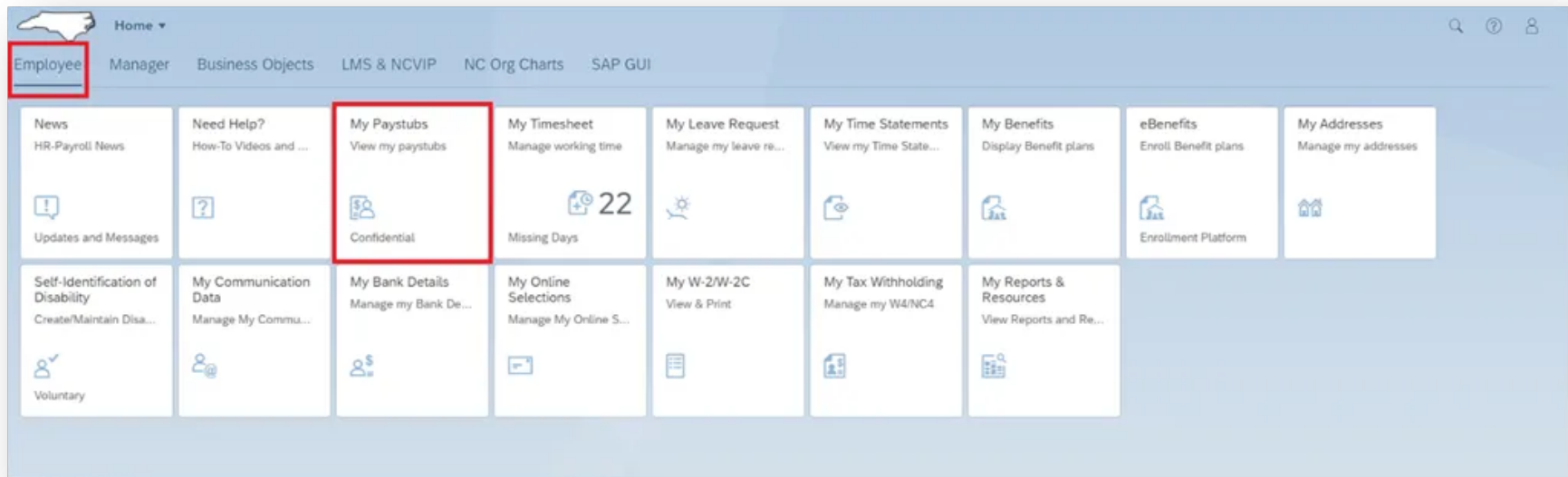
The purpose of this Business Process Procedure is to explain how to navigate the Pay Statement within the Fiori My Paystubs application.

Steps for Accessing My Paystubs

There are 19 steps to complete this process.

Step 1. Log into Fiori and select the **My Paystubs** application tile located on the dashboard under the **Employee** tab.

Image



Step 2. A collection of all paystubs is displayed and can be viewed in detail using the **navigation** features on the upper right of the screen.

Image

Items (217)						Search Paystubs      	
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay		
Payroll Year: 2025							
07/31/2025	Regular payroll run	Jul 2025	5,587.42 USD	1,760.31 USD	3,827.11 USD		 >
06/30/2025	Regular payroll run	Jun 2025	5,587.42 USD	1,760.32 USD	3,827.10 USD		 >
05/30/2025	Regular payroll run	May 2025	5,587.42 USD	1,760.31 USD	3,827.11 USD		 >
04/30/2025	Regular payroll run	Apr 2025	5,587.42 USD	1,760.32 USD	3,827.10 USD		 >
03/31/2025	Regular payroll run	Mar 2025	7,096.42 USD	2,340.34 USD	4,756.08 USD		 >
02/28/2025	Regular payroll run	Feb 2025	5,587.42 USD	1,760.32 USD	3,827.10 USD		 >
01/31/2025	Regular payroll run	Jan 2025	5,587.42 USD	1,760.31 USD	3,827.11 USD		 >
Payroll Year: 2024							
12/31/2024	Regular payroll run	Dec 2024	5,587.42 USD	1,768.64 USD	3,818.78 USD		 >
11/27/2024	Regular payroll run	Nov 2024	5,587.42 USD	1,768.63 USD	3,818.79 USD		 >

Step 3. To filter on a specific year of pay statements, go to the **Search Paystubs** field and type in a year. For example, type in “**2019**” and click **Enter** on your keyboard or click the **Search** magnifying glass icon.

Image

Items (12)

✕ 🔍
↑↓ [≡] 📄 ⚙️

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2019								
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD	↓	📄	>
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD	↓	📄	>
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD	↓	📄	>

Step 4. To delete the search criteria and go back to the full list, click the **X** in the **Search** field.

Image

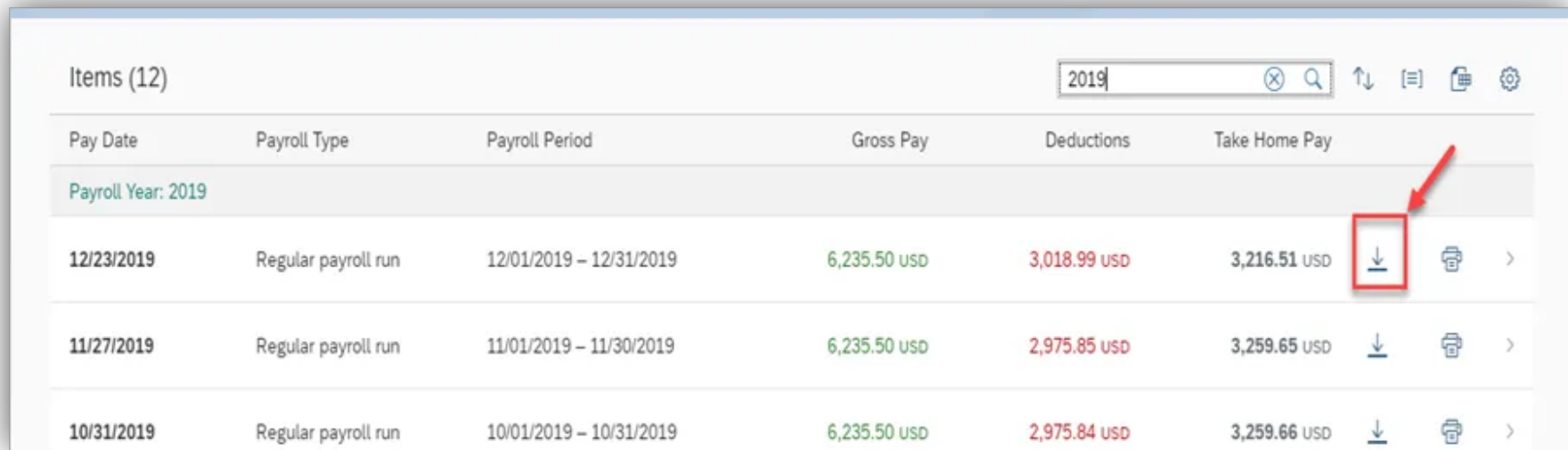
Items (12)

✕ 🔍
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Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2019								
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD	↓	📄	>
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD	↓	📄	>
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD	↓	📄	>

Step 5. To download a specific pay statement, click the **Download PDF** arrow in a column on the right side of the screen.

Image



The screenshot shows a payroll system interface. At the top, there's a header bar with 'Items (12)' on the left, a search bar containing '2019' in the center, and several icons (up/down arrows, list, print, settings) on the right. Below the header is a table with the following columns: 'Pay Date', 'Payroll Type', 'Payroll Period', 'Gross Pay', 'Deductions', and 'Take Home Pay'. A sub-header row indicates 'Payroll Year: 2019'. The table contains three rows of payroll data. The first row, dated 12/23/2019, has a download icon (a blue square with a white down arrow) highlighted by a red box and a red arrow pointing to it. The second row, dated 11/27/2019, and the third row, dated 10/31/2019, also have download icons. Each row also includes a print icon and a right-pointing chevron icon.

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2019								
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD	Download	Print	>
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD	Download	Print	>
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD	Download	Print	>

Step 6. Click on the downloaded file to open the PDF. It will be behind the downloads button on the top right of your screen.

Image

portal.osc.nc.gov/app#RemunerationStatement-display

My Paystubs ▾

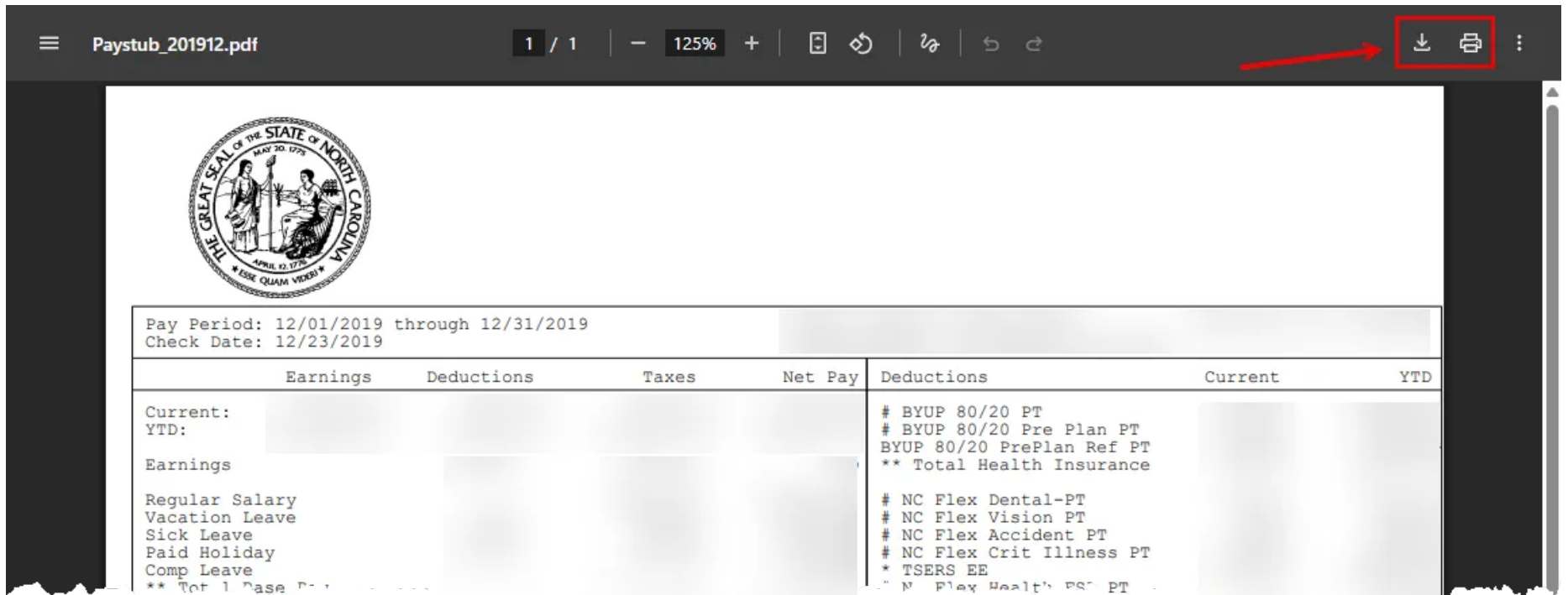
Items (217) Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
01/31/2020	Regular payroll run	Jan 2020	4,461.08 USD	1,404.98 USD	3,056.10 USD	↓	🖨	>
Payroll Year: 2019								
12/23/2019	Regular payroll run	Dec 2019	4,571.08 USD	1,519.20 USD	3,051.88 USD	↓	🖨	>
11/27/2019	Regular payroll run	Nov 2019	4,461.08 USD	1,448.41 USD	3,012.67 USD	↓	🖨	>
10/31/2019	Regular payroll run	Oct 2019	4,461.08 USD	1,448.41 USD	3,012.67 USD	↓	🖨	>
09/30/2019	Regular payroll run	Sep 2019	4,678.74 USD	1,534.13 USD	3,144.61 USD	↓	🖨	>
08/30/2019	Regular payroll run	Aug 2019	4,352.25 USD	1,406.06 USD	2,946.19 USD	↓	🖨	>

Paystub_201912.pdf
28.9 KB • Done

Step 7. Click on **Download** or **Print** icon to save or print the pay statement.

Image



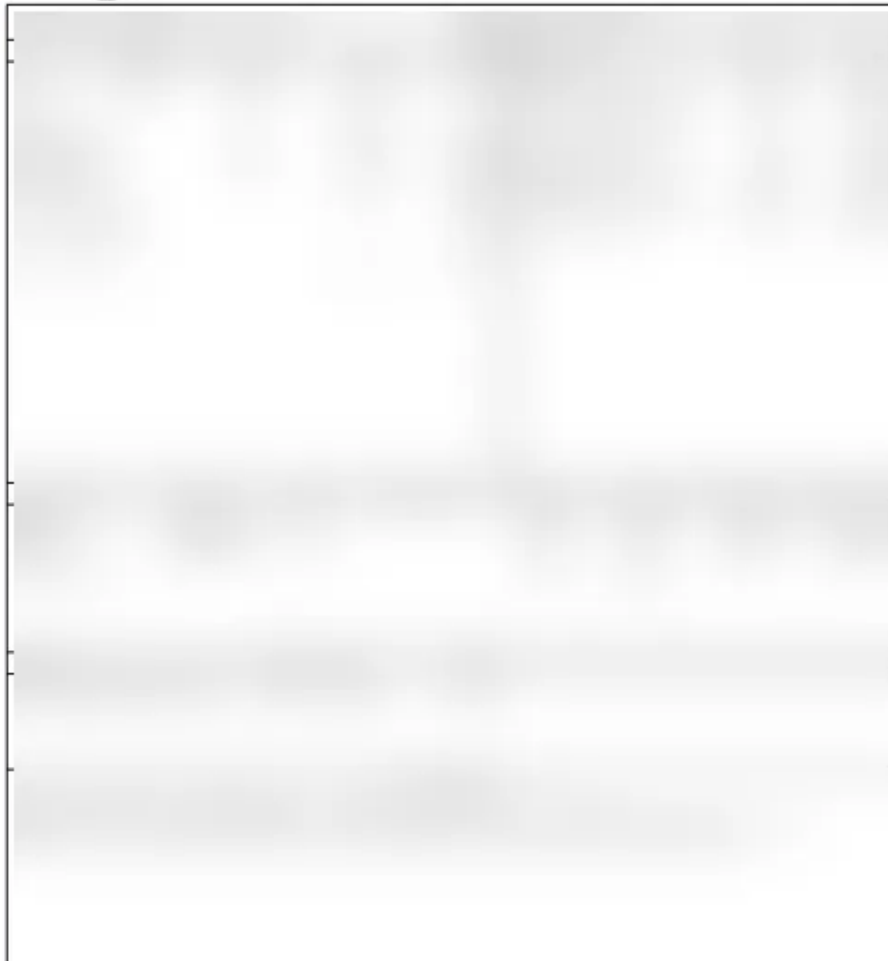
Step 8. Another way to print a pay statement is to click on the **Print PDF** icon in the column on the right side of the screen.

Image

Items (91)						Search Paystubs		↕	☰	📄	⚙️
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay						
Payroll Year: 2021											
04/30/2021	Regular payroll run	04/01/2021 – 04/30/2021	4,178.75 USD	1,611.47 USD	2,567.28 USD	↓	🖨️	>			
03/31/2021	Regular payroll run	03/01/2021 – 03/31/2021	4,178.75 USD	1,611.47 USD	2,567.28 USD	↓	🖨️	>			
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	4,178.75 USD	1,611.46 USD	2,567.29 USD	↓	🖨️	>			
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	4,178.75 USD	1,611.47 USD	2,567.28 USD	↓	🖨️	>			

Step 9. A popup window will appear. Choose your printer in the destination field, then click the **Print** button to print the pay statement PDF.

Image



Print

1 sheet of paper

Destination

Pages

Copies

Color

More settings

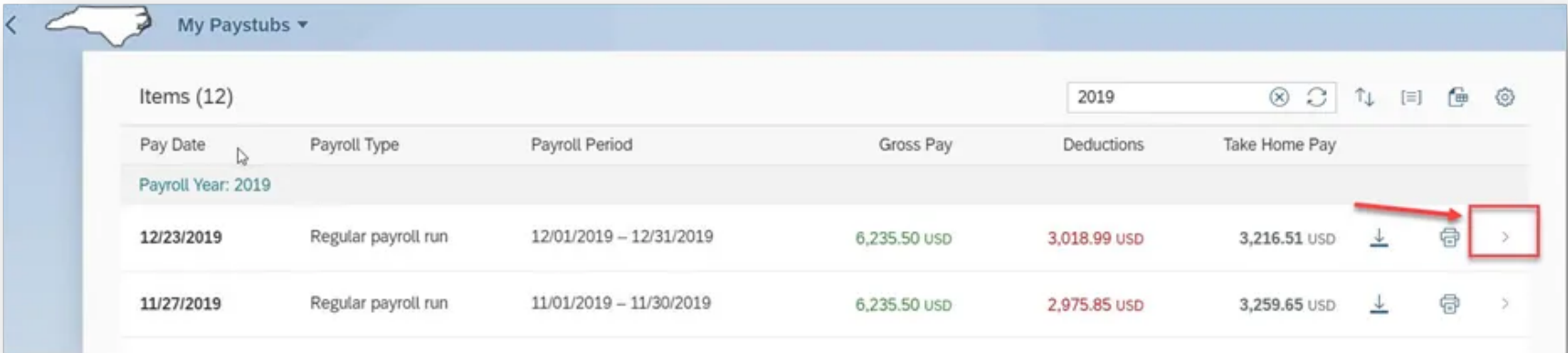


Print

Cancel

Step 10. Click an arrow in the last column on the right side of the screen to open a pay statement. Click the back arrow to go back.

Image

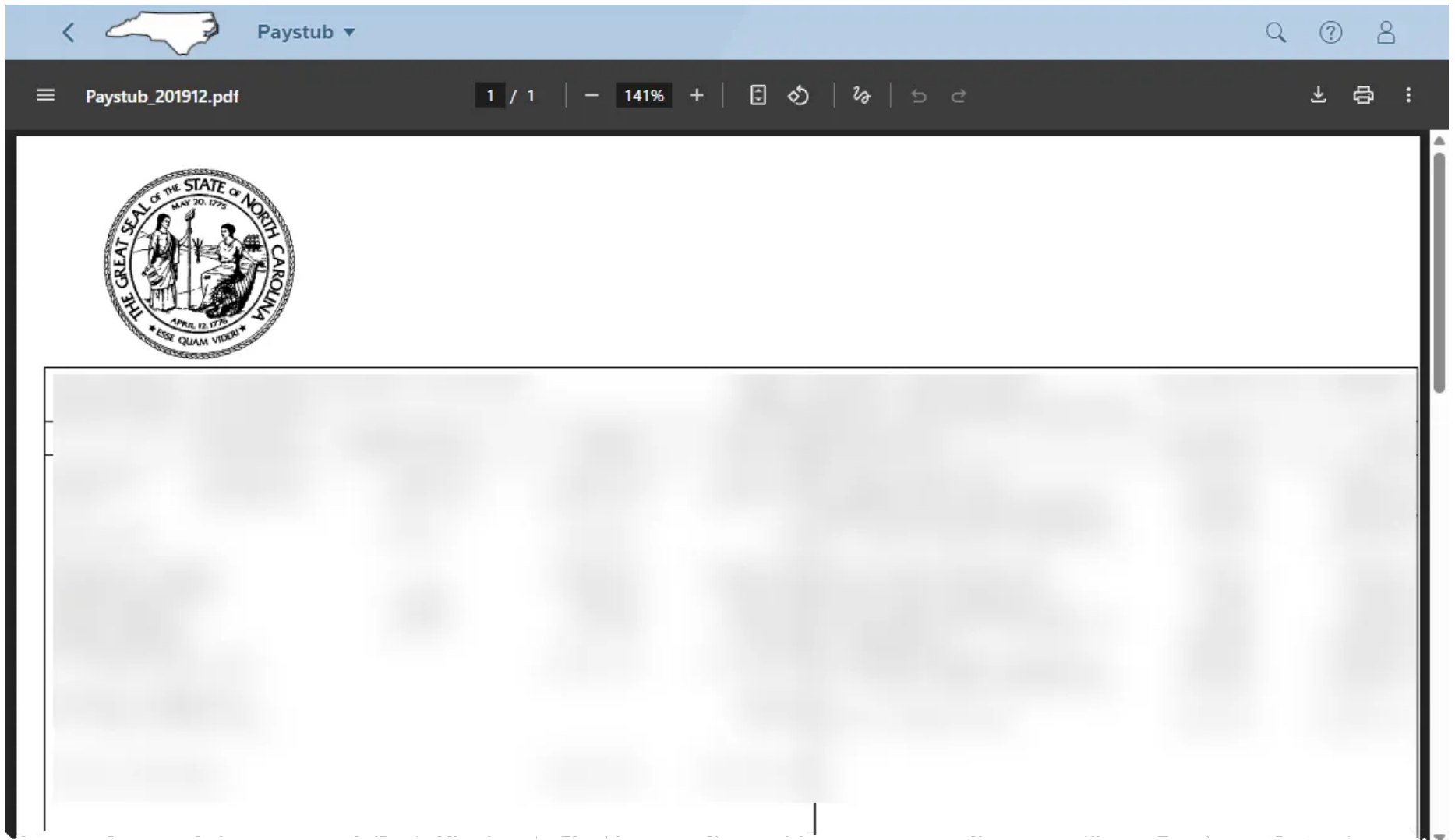


My Paystubs ▾

Items (12) 2019

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2019								
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD	↓	🖨	>
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD	↓	🖨	>

Image



Step 11. Click the **Export to Spreadsheet** icon in the navigation features to export a .xlsx file. Click the **OK** button on the confirmation popup window.

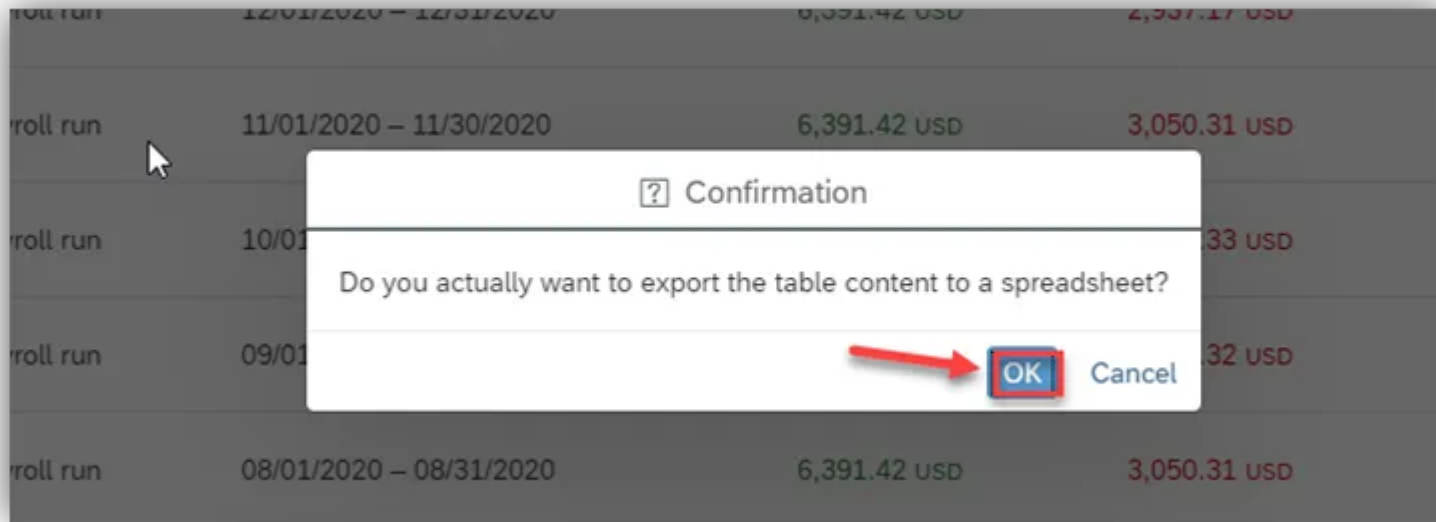
Image

Items (156)

Search Paystubs

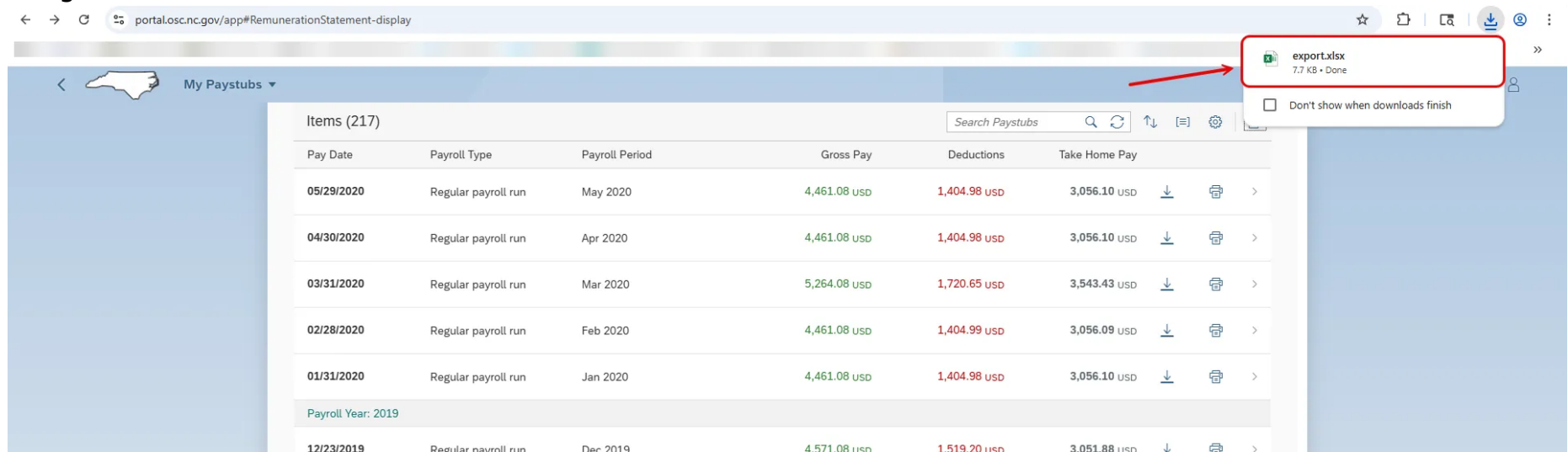
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2021								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	🖨	➤
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	🖨	➤
Payroll Year: 2020								
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	🖨	➤
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	🖨	➤
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	🖨	➤
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	🖨	➤

Image



Step 12. Click the .xlsx file in the download area of your browser window to open, and the Excel file is displayed.

Image



Image

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
2/26/2021	Regular payroll run	02/01/2021 – 02/28/2	4,464.76 USD	6,077.66 USD	
1/29/2021	Regular payroll run	01/01/2021 – 01/31/2	2,899.21 USD	3,492.21 USD	
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2	2,937.17 USD	3,454.25 USD	
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2	3,050.31 USD	3,341.11 USD	
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2	3,050.33 USD	3,341.09 USD	
9/30/2020	Regular payroll run	09/01/2020 – 09/30/2	3,050.32 USD	3,341.10 USD	
8/31/2020	Regular payroll run	08/01/2020 – 08/31/2	3,050.31 USD	3,341.11 USD	
7/31/2020	Regular payroll run	07/01/2020 – 07/31/2	3,050.32 USD	3,341.10 USD	
6/30/2020	Regular payroll run	06/01/2020 – 06/30/2	3,003.44 USD	3,232.06 USD	
5/29/2020	Regular payroll run	05/01/2020 – 05/31/2	3,003.44 USD	3,232.06 USD	
4/30/2020	Regular payroll run	04/01/2020 – 04/30/2	3,003.45 USD	3,232.05 USD	
3/31/2020	Regular payroll run	03/01/2020 – 03/31/2	3,003.44 USD	3,232.06 USD	

Step 13. Click the **Group your paystubs** icon in the navigation features to change the Group order.

Image

Items (156)

Search Paystubs

</

Step 14. Adjust the Group Order to **Ascending** or **Descending** or the Group By to **Payroll Year, Payroll Type,** or **None** and click **OK**.

Image

The image shows a 'Group' dialog box with the following elements:

- Group Order:** A section header with a red box around it. Below it are two radio button options: 'Ascending' and 'Descending'. The 'Descending' option is selected and highlighted in blue. Red arrows point to both radio buttons.
- Group By:** A section header with a red box around it. Below it are three radio button options: 'Payroll Year', 'Payroll Type', and 'None'. The 'Payroll Year' option is selected and highlighted in blue. Red arrows point to each of the three options.
- Buttons:** At the bottom right, there are two buttons: 'OK' (highlighted with a red box and a red arrow pointing to it) and 'Cancel'.

Step 15. Click the **Sort your paystubs** icon to sort pay statements within the timeframe.

Image

Items (156)

Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2021								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	🖨	➤
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	🖨	➤
Payroll Year: 2020								
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	🖨	➤
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	🖨	➤
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	🖨	➤
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	🖨	➤

Step 16. You can **Sort by Pay Date, Payroll Type**, and several other options as well as **Ascending** or **Descending**.

Image

The image shows a 'Sort' dialog box with a mouse cursor icon in the top left corner. The title bar is labeled 'Sort'. Below the title bar, there are two sections: 'Sort Order' and 'Sort By'. In the 'Sort Order' section, there are two radio buttons: 'Ascending' and 'Descending', with 'Descending' selected. In the 'Sort By' section, there are five radio buttons: 'Pay Date', 'Payroll Type', 'Gross Pay', 'Deductions', and 'Take Home Pay', with 'Pay Date' selected. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

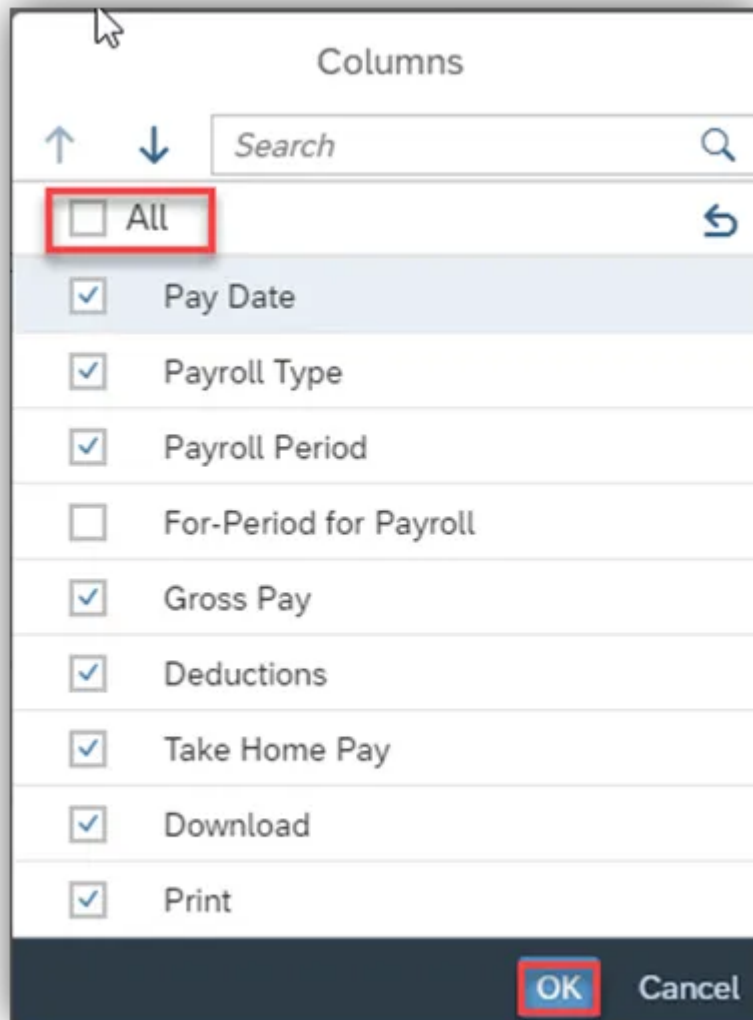
Step 17. Click the **Personalize the table appearance** icon to customize the data that is displayed.

Image

Items (156)						Search Paystubs		↕	↺	⌵	⚙
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay						
Payroll Year: 2021											
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	🖨				>
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	🖨				>
Payroll Year: 2020											
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	🖨				>
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	🖨				>
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	🖨				>
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	🖨				>

Step 18. Click the various fields to select or de-select columns to display and click **OK**.

Image



Step 19. Click **My Paystubs** to return to the previous screen.

Image

My Paystubs

Items (156)

Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Type: Regular payroll run								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	🗑️	>
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	🗑️	>
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	🗑️	>
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	🗑️	>
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	🗑️	>
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	🗑️	>
08/31/2020	Regular payroll run	08/01/2020 – 08/31/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	🗑️	>
07/31/2020	Regular payroll run	07/01/2020 – 07/31/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	🗑️	>
06/30/2020	Regular payroll run	06/01/2020 – 06/30/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	🗑️	>
05/29/2020	Regular payroll run	05/01/2020 – 05/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	🗑️	>
04/30/2020	Regular payroll run	04/01/2020 – 04/30/2020	6,235.50 USD	3,003.45 USD	3,232.05 USD	↓	🗑️	>
03/31/2020	Regular payroll run	03/01/2020 – 03/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	🗑️	>
02/28/2020	Regular payroll run	02/01/2020 – 02/29/2020	9,602.50 USD	4,011.83 USD	5,590.67 USD	↓	🗑️	>
01/31/2020	Regular payroll run	01/01/2020 – 01/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	🗑️	>

Note: The pay statement will not be available to view until payday.

Additional Resources

- QRG
 - [PY-14 Remuneration Statement Explanation](#)

First Published

Tue, 08/24/2021

Last Updated

Thu, 02/19/2026

[View PDF](#)