



## How to Download UltiPro Pay Stubs

Your paystubs can be accessed through your UltiPro® Dashboard after you have logged into your account; you will be able to view and print pay stubs, view pay statements, view W2 wage and tax statements and see direct deposit information.

To find your current pay statement follow these steps in your UltiPro Dashboard: **Myself > Pay > Current Pay Statement**. You are also able to see your Pay History in the UltiPro Dashboard to be able to see any other pay statements.

To download or print click on the icons on the top right of the screen.