

HOW TO VIEW & PRINT PAYCHECKS

Call the Help Desk (502-574-4444) and ask for your login credentials for Citynet and PeopleSoft. There is a computer in the Deck/Break room to view your paystub. If you get stuck along the way, call the Help Desk at 502-574-4444.

To view paystub:

1. Log into Citynet
2. Visit www.mymetro.lou
3. Click on My HR/My Pay in the blue column on the left-hand side.
4. Log into PeopleSoft using the credentials provided by the help desk.
5. Click on My Pay (3rd tab), then “View Paycheck” on the right-hand side.
6. Select the Check Date you would like to view
 - A PDF will open to view your paystub.

To print your paystub:

1. Open a file folder in the taskbar at the bottom of the screen. In the address bar, type in \\svps14 and press enter.
2. Double-click on the 2 printers named BOL so that they install for you. (Printer C360 is in the upstairs hallway; this is the one you want to print to if the ticket office is closed.)
3. After following above directions to view paystub and downloading printers, click print on the paystub document. Document should send to printer.
4. Close all windows and log off when finished.