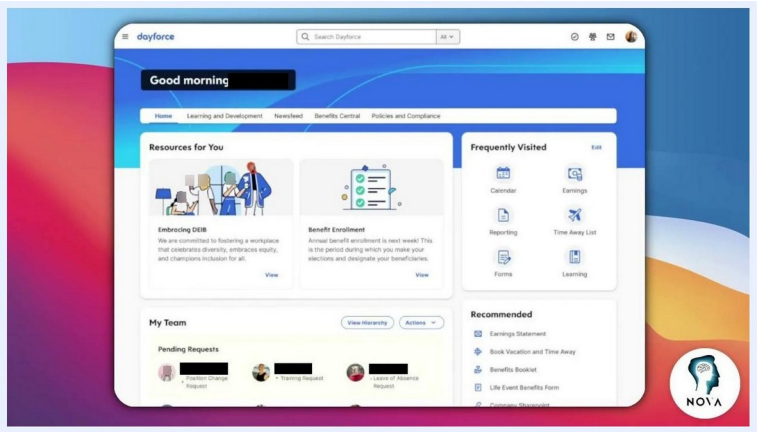
Download Pay Stubs in Dayforce
A beginner-friendly, 15-minute course showing new learners how to sign in to the Dayforce employee portal, open an earnings statement, review its contents, and save or print it as a PDF. Covers the web workflow and points to the mobile app and Year End Forms.

Module 1: Getting Started and Signing In to Dayforce
Prepare to download a paystub by confirming you have your company credentials, opening Dayforce, and signing in to the employee portal dashboard.

Downloading a Paystub from Dayforce on the Web
This guide explains how to open your earnings statement in the Dayforce employee portal, review it, and save or print it as a PDF. It also covers the alternative steps in the Dayforce mobile app and how to open Year End Forms.

Before you begin
You need your company credentials (username and password) for the Dayforce employee portal.

Download a paystub (web version)
1. Access Dayforce
    Open your web browser or the Dayforce app on your device.
    Go to the Dayforce login page.
2. Sign in to your account
    Enter your company credentials (username and password) to sign in to the Dayforce employee portal.
    Wait for the main dashboard to load. You should see a welcome message (for example, "Good morning, Julianna.") and dashboard widgets such as "Resources for You," "Frequently Visited," "My Team," and "Recommended."
3. Open the main menu and select Earnings
    On the website, click the menu icon at the top left corner of the screen.
    A sidebar menu appears with options such as "Hub," "Earnings," and "Profile."



Dayforce web sidebar menu showing Hub, Earnings, and Profile options

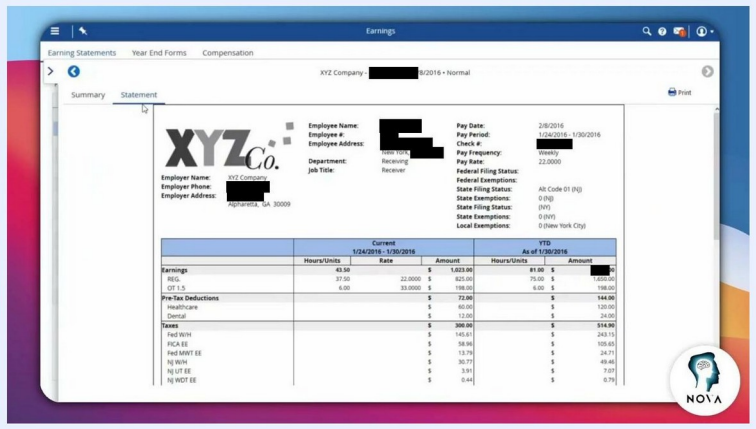
    In the sidebar menu, click **Earnings**. This takes you to the earnings statement section.
4. Choose your pay period
In the earnings section, find and click the pay period or earnings statement you want to download.

5. Review your paystub details

On the **Statement** tab of the Earnings section, review all paystub details. The statement includes:

- **Employer details:** name, phone, and address.
- **Employee details:** name, ID, address, department, and job title.
- **Pay period and pay date.**
- **Check number and pay frequency.**
- **Pay rate and filing statuses.**
- **Earnings breakdown:** regular hours, overtime, rates, and amounts.
- **Pre-tax deductions:** healthcare and dental amounts.
- **Taxes:** federal, state, and local withholdings.
- **Year-to-date (YTD) totals** for each category.

Use this screen to verify gross pay, net pay, taxes, deductions, and YTD totals before you download or print.



Earnings statement screen with the Statement tab selected and the Print button at top right

6. Download or print your paystub

To keep a digital copy, click the **Print** button at the top right of the paystub screen.
In the print dialog, select **Save as PDF** to download the paystub to your device.
If you need a paper copy, print the paystub directly instead.

7. Verify the download

Make sure the PDF file is saved to your device (PC or mobile).
Open the downloaded file and confirm it contains the correct pay period or year-end form details.

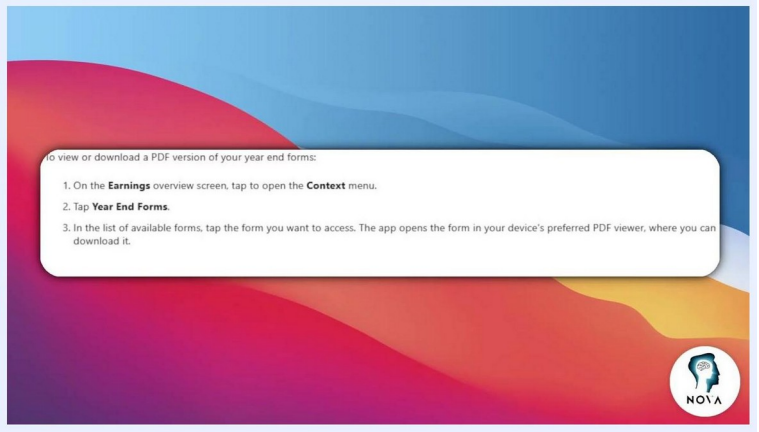
By following these steps, you can generate and download your paystub or year-end forms as a PDF from either the Dayforce website or mobile app.

Alternative: Download from the Dayforce app

Log in to the Dayforce app on your mobile device.
On the main menu, select **Earnings**.
Tap the pay period you want to review to open the earnings details screen.
Open the context menu and tap **View PDF**.
When the PDF viewer opens, open the context menu again and tap the download option to save the PDF to your device.

Reference: Access Year End Forms in the app

On the Earnings overview screen, tap to open the context menu.
Tap **Year End Forms**.
In the list of available forms, tap the form you want to access. The app opens the form in your device's preferred PDF viewer, where you can download it.



Instructional overlay showing the three steps to access Year End Forms in the Dayforce app
By following these steps, you can generate and download your paystub as a PDF from either the Dayforce website or mobile app.

Module 2: Downloading a Paystub in Dayforce Knowledge Check
A short check of the steps and details covered in the Dayforce paystub download guide.

1. What do you need before you begin downloading a paystub from the Dayforce employee portal?

Your company credentials (username and password) (correct)
A printed copy of your last paystub
A separate Dayforce mobile app license
Your social security card

2. After signing in, which sidebar menu option do you click to reach your earnings statements?

Profile
Earnings (correct)
Hub
Resources for You

3. Which of the following is included in the Statement tab of a paystub?

Your performance review scores
Year-to-date totals for each category (correct)
Your emergency contact list
Your home Wi-Fi password

4. Where on the screen is the menu icon used to open the sidebar located?

Center of the dashboard
Bottom right corner

Top right corner
Top left corner (correct)