Use this task to review your online paystub in UCPath.

**Dashboard Navigation:**
View Paycheck pane

*or*
Income and Taxes > View Paycheck

*or*
**Menu Navigation:**
Employee Actions > Income and Taxes > View Paycheck

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>View Paycheck</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Before you view your online paystub, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the **Security Question** field.

For this example click in the **Who is your childhood best friend?** field.

3. | Enter the desired information into the **Security Question** field.

For this example, enter **Molly**.

4. | Your answer appears as a series of dots.

Click the **Submit** button.
### UCPath Task:
**Review My Online Paystub**

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<tr>
<td>5.</td>
<td>If you answer the question correctly, UCPath displays the <strong>View Paycheck</strong> page, and you can select a paycheck. If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the <strong>Security Questions Setup</strong> page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</td>
</tr>
<tr>
<td>6.</td>
<td>All paychecks processed in the UCPath system appear on the <strong>View Paycheck</strong> page.</td>
</tr>
<tr>
<td>7.</td>
<td>To view your paycheck, click the <strong>Paycheck Data</strong> hyperlink or click the <strong>View Paycheck</strong> button.</td>
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</tbody>
</table>
Step 8. Click the Download Attachment button.

Step 9. Your online paystub appears in a new browser window. You can print this page to retain a copy for your records.

Step 10. You have reviewed your online paystub in UCPath online.  
End of Procedure.