How to View/print your electronic check stub

1) Access the internet using a browser (i.e. Internet Explorer or Firefox)

2) Go to www.grcc.edu, and click on the link Online Center Login

3) Login using your Employee ID (W#) and password

4) Click on the [+] next to GRCC Employee

5) Click on View Pay Check

6) Click on the check date you wish to print, this will open the check stub view

7) To print using Internet Explorer, right click on check stub and click on print
   To print using Firefox, right click on the check stub and click on this frame, and print frame