

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**