UltiPro Mobile App
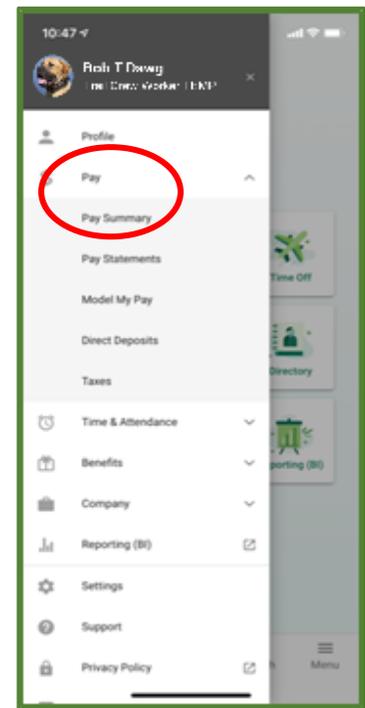## VIEWING PAY STATEMENTS

From your home screen, touch the Pay tile
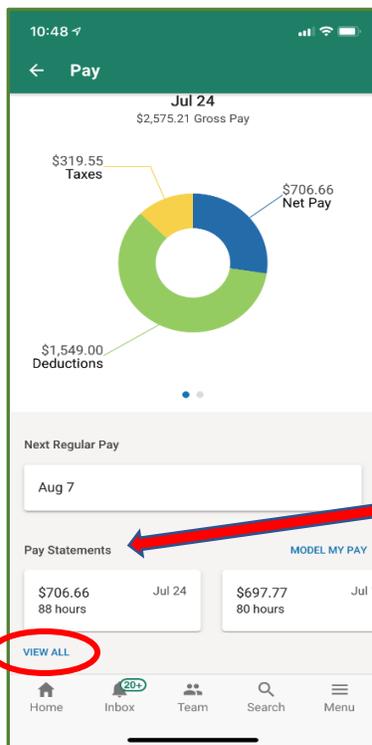
(OR)

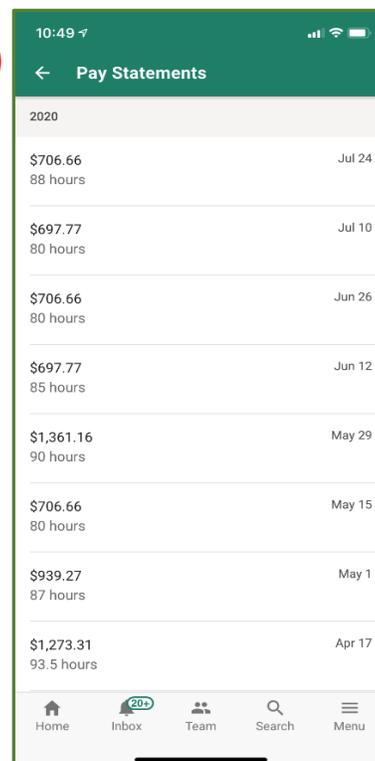**Click on Menu, then click Pay, Pay Summary**

1

2

A graphic shows the breakdown of your most recent paycheck.
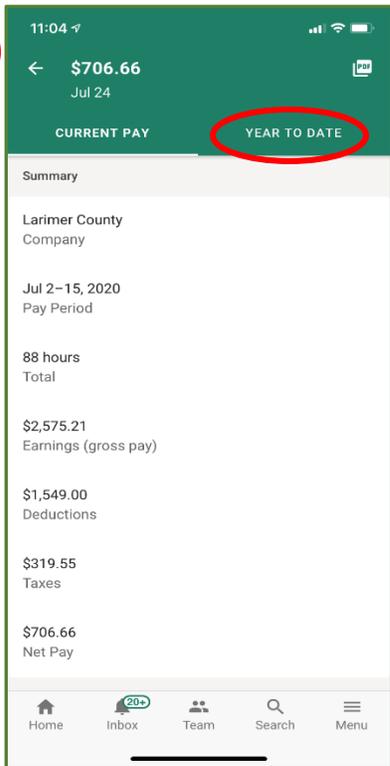
Pay statements appear here.

Click *View All* to see a list of all statements by pay date.

3

Touch on a specific pay statement to select and view it.

4

11:04

← **$706.66**
Jul 24

CURRENT PAY   **YEAR TO DATE**

Summary

Larimer County
Company

Jul 2–15, 2020
Pay Period

88 hours
Total

$2,575.21
Earnings (gross pay)

$1,549.00
Deductions

$319.55
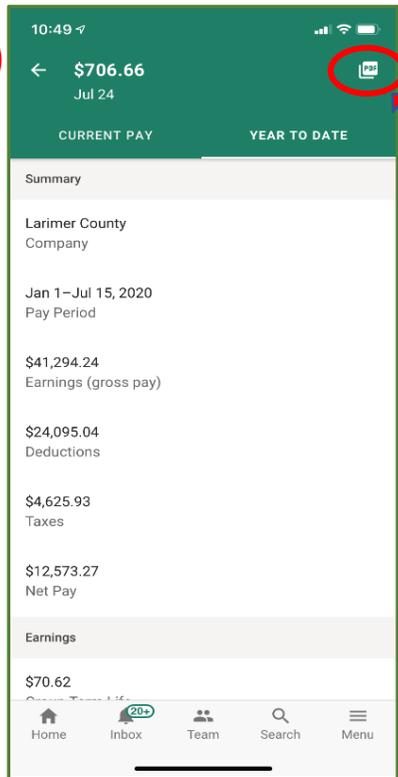Taxes

$706.66
Net Pay

Home | Inbox | Team | Search | Menu

Details of the selected pay statement appear.

Scroll down to see all details.

Click on the *Year To Date* tab to show the YTD totals.

5

10:49

← **$706.66**
Jul 24

CURRENT PAY   **YEAR TO DATE**

Summary

Larimer County
Company

Jan 1–Jul 15, 2020
Pay Period

$41,294.24
Earnings (gross pay)

$24,095.04
Deductions

$4,625.93
Taxes

$12,573.27
Net Pay

Earnings

$70.62
Group Term Life

Home | Inbox | Team | Search | Menu

Click on the PDF icon in the upper right corner to view the statement as a .pdf document.
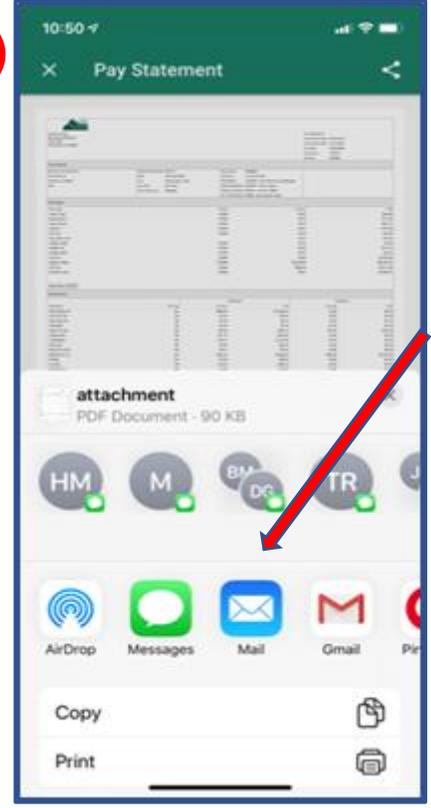
6

10:50
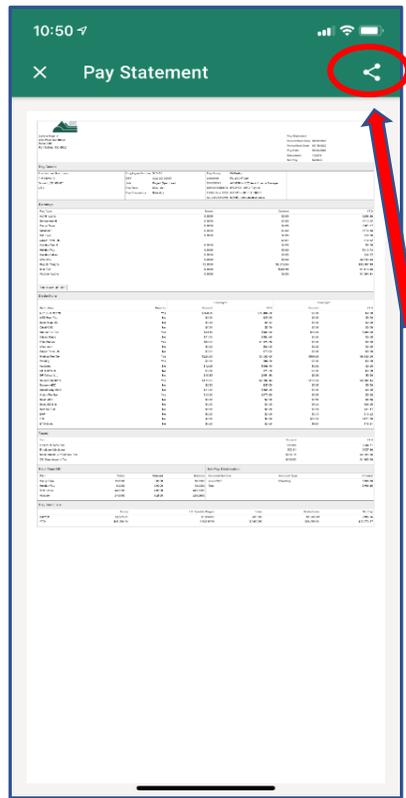
✕   **Pay Statement**   ⟨

The pay statement appears in .pdf format.

Click the icon in the upper right corner to display additional actions available for your pay statement.

7

10:50

✕   **Pay Statement**   ⟨

attachment
PDF Document - 90 KB

HM   M   BM   TR

AirDrop   Messages   Mail   Gmail

Copy

Print

A pop-up appears with available options.

Select an option to email or text the .pdf as an attachment.

Other options may vary depending on your phone type and setup.