



## OVERVIEW

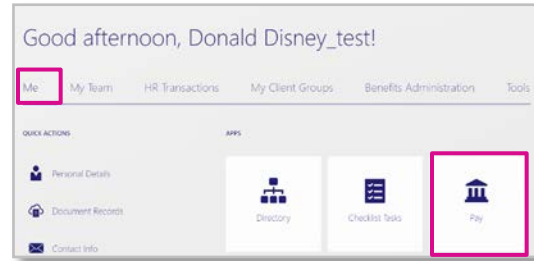
This document provides instructions for how to view Payslips in Sinai Cloud.

## AUDIENCE

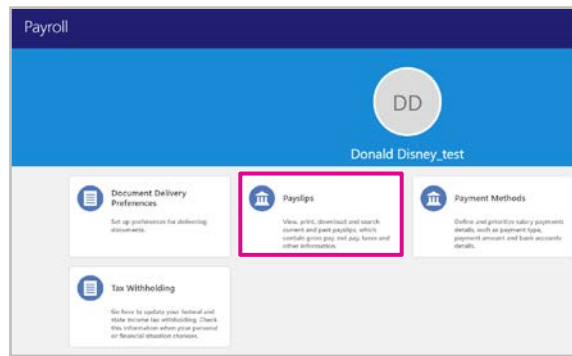
- **Anyone** who uses Sinai Cloud.

### Viewing Payslips

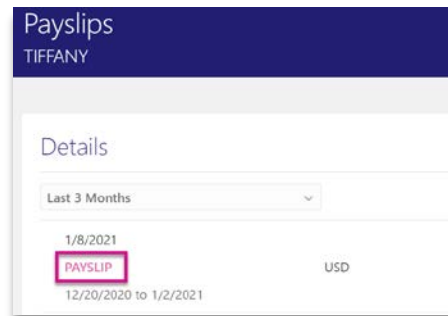
1. On the Sinai Cloud landing page, click the **Me** tab.
2. Click on the **Pay** tile.



- The **Payroll** page will display.
3. Click on **Payslips**.



- The **Payslips** page will display.
4. Locate the Payslip you wish to view and click on the pink **PAYSLIP** hyperlink.



- The **USOnlinePayslip** dialogue box will display.
5. You may either **Open** or **Save** the document.

