

# MyView Dashboard Guidance

## Printing Payslips

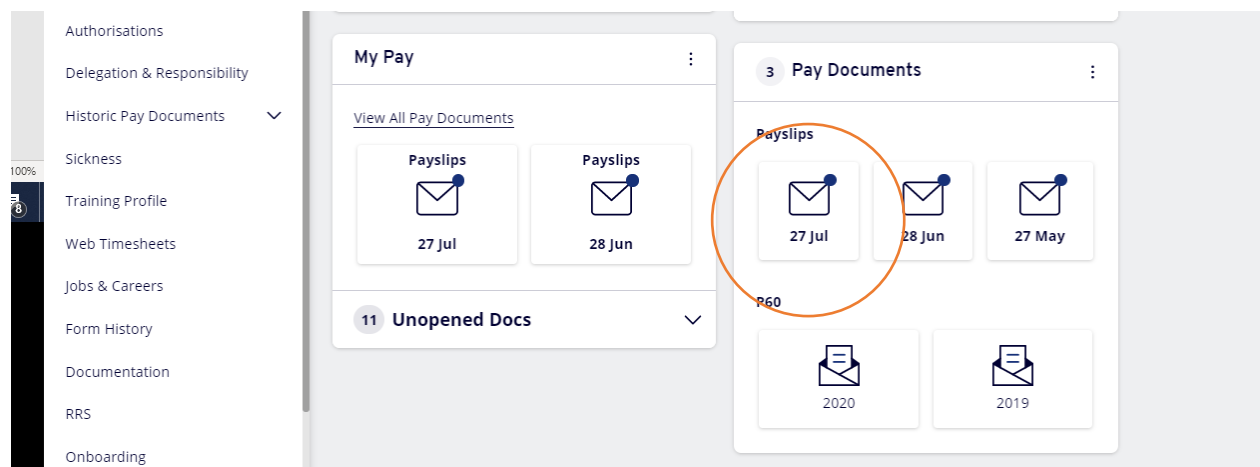
Reviewed July 2021

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

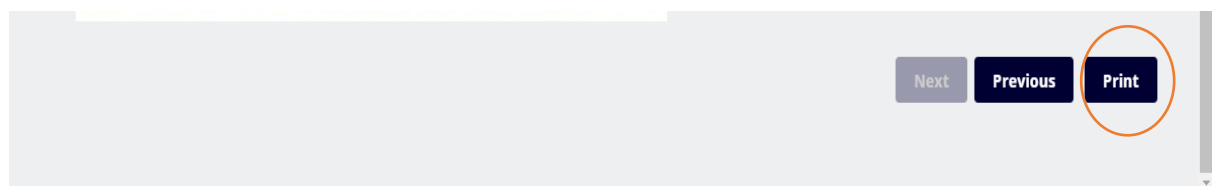
## Printing Payslips From MyView

Carmarthenshire County Council is trying to reduce its carbon footprint and reduce the costs associated with pay document production, therefore our staff are encouraged to use our online functionality to receive and view their pay documents. This guide will assist you to print all types of documents from MyView. Rather than print a paper copy, print your pay documents to an electronic copy (PDF).

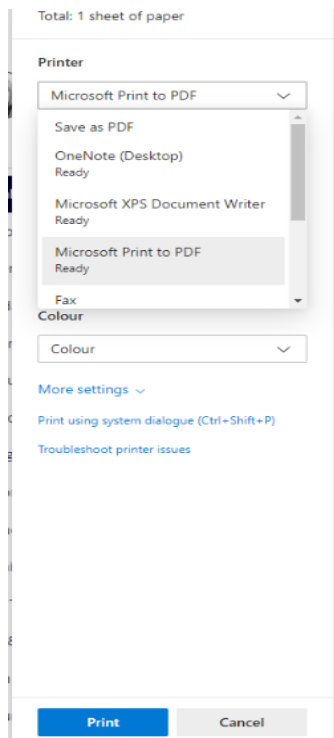
To print an electronic copy of your payslip, **click** on the payslip to open it using the Pay Documents widget.



Once your payslip has opened, scroll to the bottom of the document, and then **click** the print button on the right side of the screen.

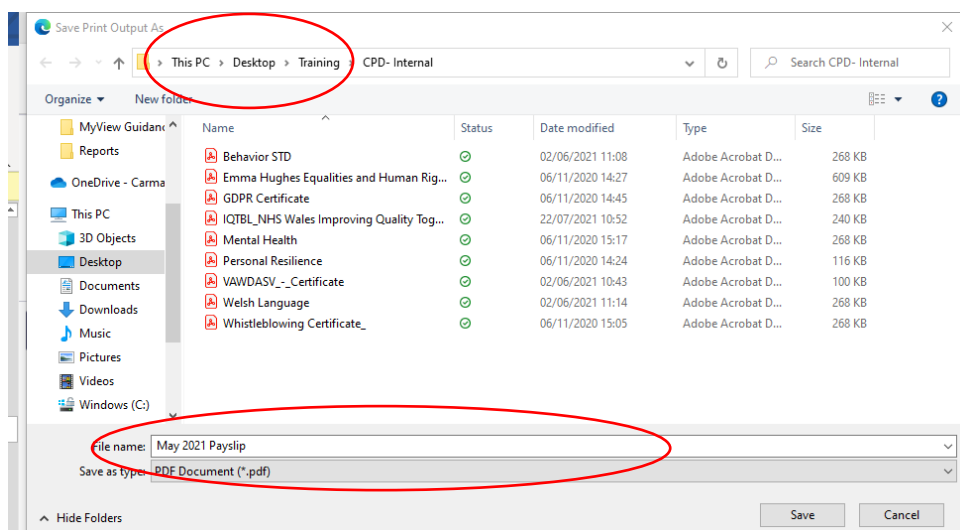


A window will open, to print an electronic copy of your payslip to PDF, scroll the list and **select** Microsoft print to PDF from the drop down then **click print**.



A window will open, where you can select your connected printer or if you want to save an electronic copy of your pay document, scroll through the list of available printers, and click on **Microsoft print to PDF** from the drop down then click **Print**.

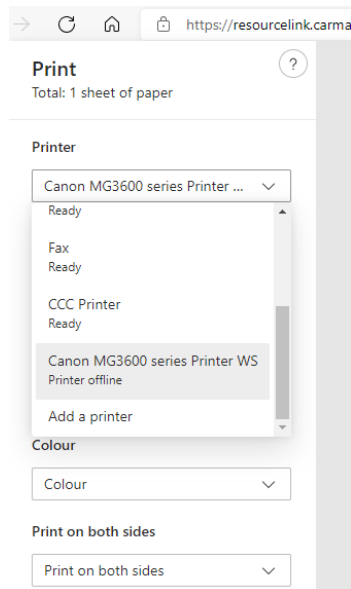
If you have selected the PDF option another window will open prompting you where you want to save your pay document, choose where you want to save it, give the pay document an appropriate file name and click **Save**.



To print a paper copy of your payslip you can choose any printer that is already been connected to your device.

Note: Please be aware, if printing to a networked printer (in an office) that you pick up your pay documents in a timely manner. Printed documents remain in the council's printer queues for three days when you use your ID card to access the printer.

If choosing another printer please be aware that your personal information could be made public, and we cannot ensure its confidentiality.



Should you need further assistance please contact us at [resourcelink@carmarthenshire.gov.uk](mailto:resourcelink@carmarthenshire.gov.uk)