

**CENTRIA KRONOS – VIEWING YOUR PAY STATEMENT** 

## **Viewing Your Pay Statement**

1. Click the Main Menu icon located in the upper left corner



2. Expand the My Pay > Pay History sections, and then click **Pay Statements** 



- a. Kronos displays a summary of your pay statement
- 3. Click the PAY STATEMENT link to view the details

RECENT HISTORI	CAL
Dec 20, 2018	
HOLE GYTHOTE	
\$ 912.9	Manual Off-Cycle
s 912.9 Type Pay Period Start	Manual Off-Cycle Dec 09, 2018
S 912.9 Type Pay Period Start Pay Period End	Manual Off-Cycle Dec 09, 2018 Dec 15, 2018
s 912.9 Type Pay Period Start Pay Period End Gross	Manual Off-Cycle Dec 09, 2018 Dec 15, 2018 \$ 1,130.00
S 912.9 Type Pay Period Start Pay Period End Gross Check	Manual Off-Cycle Dec 09, 2018 Dec 15, 2018 \$ 1,130.00 \$ 912.97



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a. Kronos displays the details of your pay statement



If you find any discrepancies, notify Payroll right away.