

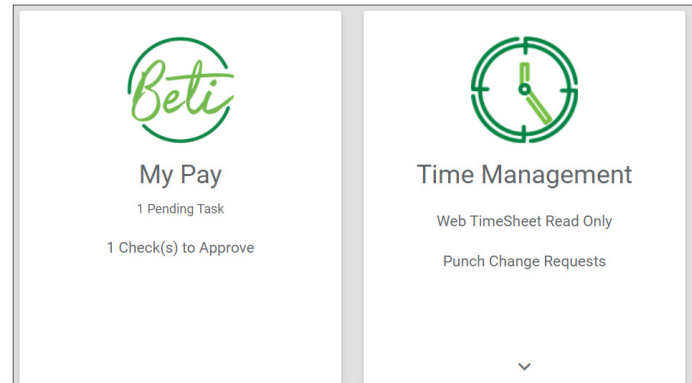
# Show Me How

to Approve My Check<sup>®</sup>

BETI<sup>®</sup>

## STEP 1

Log in to Employee Self Service<sup>®</sup> and click "1 Check(s) to Approve" from the My Pay tile.

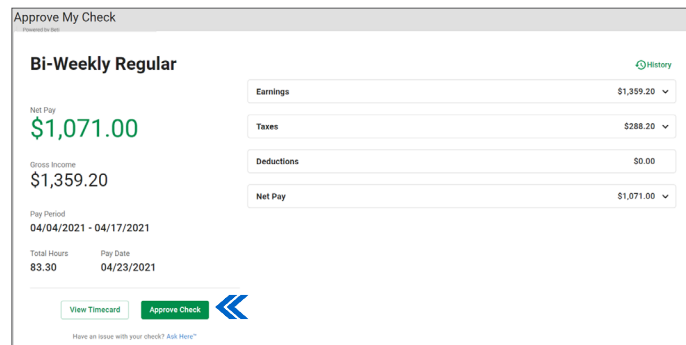


## STEP 2

Review the details of your net pay. For specific check details, click the arrow next to the section you want to review.

When finished, click "Approve Check."

*If you need to review your hours, tap "View Timecard" or contact your HR department.*



Earnings				\$1,359.20	↕
Regular (R)	Rate	Hours	Total		
	\$16.316927	83.30	\$1,359.20		
Taxes				\$288.20	↕
Deductions				\$0.00	↕
Net Pay				\$1,071.00	↕

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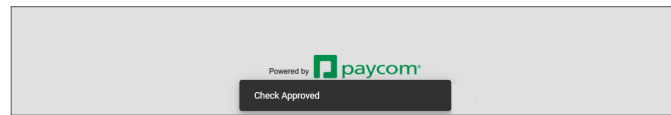
## STEP 3

When you're ready to approve, click "Approve Check," and a confirmation message appears.

Gross Income	\$1,359.20	Deductions	\$0.00
Pay Period	04/04/2021 - 04/17/2021	Net Pay	\$1,071.00
Total Hours	83.30	Pay Date	04/23/2021

[View Timecard](#) [Approve Check](#)

Have an issue with your check? Ask Here<sup>®</sup>



## HELPFUL TIPS

For any issues or questions regarding your check, contact your HR department using Ask Here.