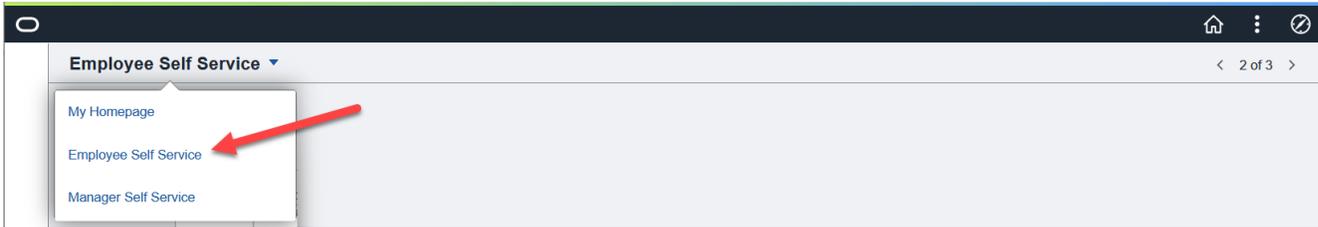


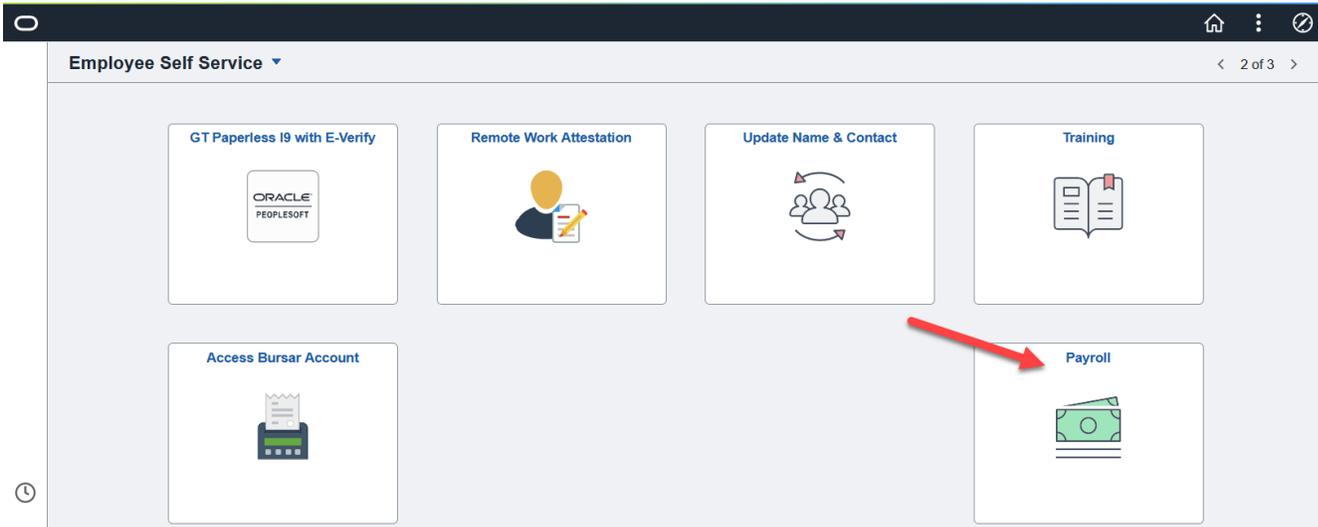


**Step** How to Download Multiple Wage Statements  
**Navigation:** Employee Self Service

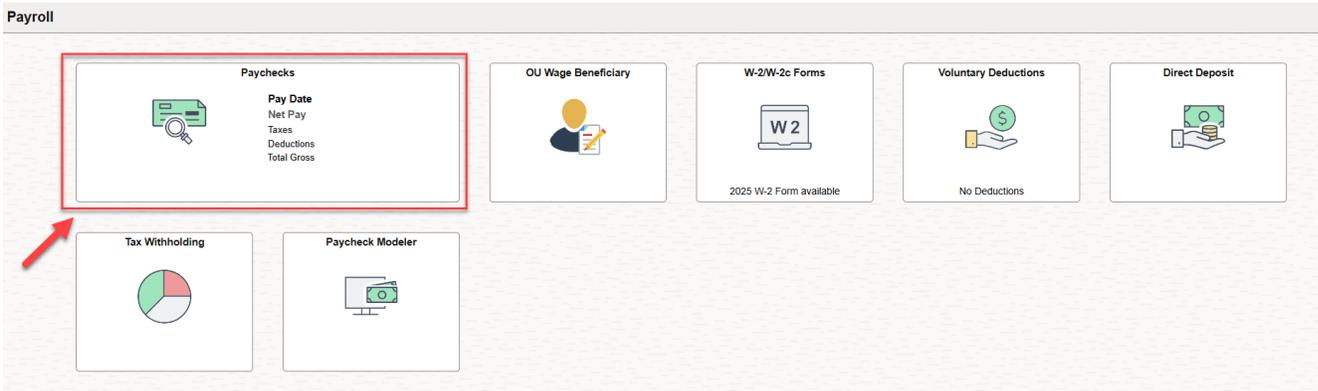
1 Using the down menu in PeopleSoft HR, select "Employee Self Service". Note: The options you see in this menu depend on your security access in the system.



2 Next, we will click on the "Payroll" tile.



3 Click Paychecks





4 Click Download

**Paychecks**

From Date and To Date are populated with a default date range of 3 months based on the last issued check date. Modify the dates and select Apply to view a different set of paychecks.

Select the Download button to download multiple wage statements for a specific date range.

\*From Date  \*To Date

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/23/2026	University of Oklahoma HSC	12/28/2025 01/10/2026		>
01/09/2026	University of Oklahoma HSC	12/14/2025 12/27/2025		>
12/26/2025	University of Oklahoma HSC	11/30/2025 12/13/2025		>
12/12/2025	University of Oklahoma HSC	11/16/2025 11/29/2025		>
11/26/2025	University of Oklahoma HSC	11/02/2025 11/15/2025		>
11/14/2025	University of Oklahoma HSC	10/19/2025 11/01/2025		>
10/31/2025	University of Oklahoma HSC	10/05/2025 10/18/2025		>

5 Choose the Date Range for the wage statements needed and click Apply

**Download Wage Statements**

Enter a date range using the From Date and To Date fields, then select the Apply button to list the wage statements for that range. Select the Download button to download the listed statements.

\*From Date  \*To Date

6 Click Download

**Download Wage Statements**

Enter a date range using the From Date and To Date fields, then select the Apply button to list the wage statements for that range. Select the Download button to download the listed statements.

\*From Date  \*To Date

**Paycheck Details** 4 rows

Check Date	Company	Net Pay
01/24/2025	University of Oklahoma HSC	
01/10/2025	University of Oklahoma HSC	
12/27/2024	University of Oklahoma HSC	
12/13/2024	University of Oklahoma HSC	



7 The wage statements will open in a separate tab as a combined document and can be printed or downloaded

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Search Print Download Share

University of Oklahoma HSC	Pay Group: EXM-Exempt Employees Pay Begin Date: 12/29/2024 Pay End Date: 01/11/2025	Business Unit: OUHSC Check #: Check Date: 01/24/2025
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