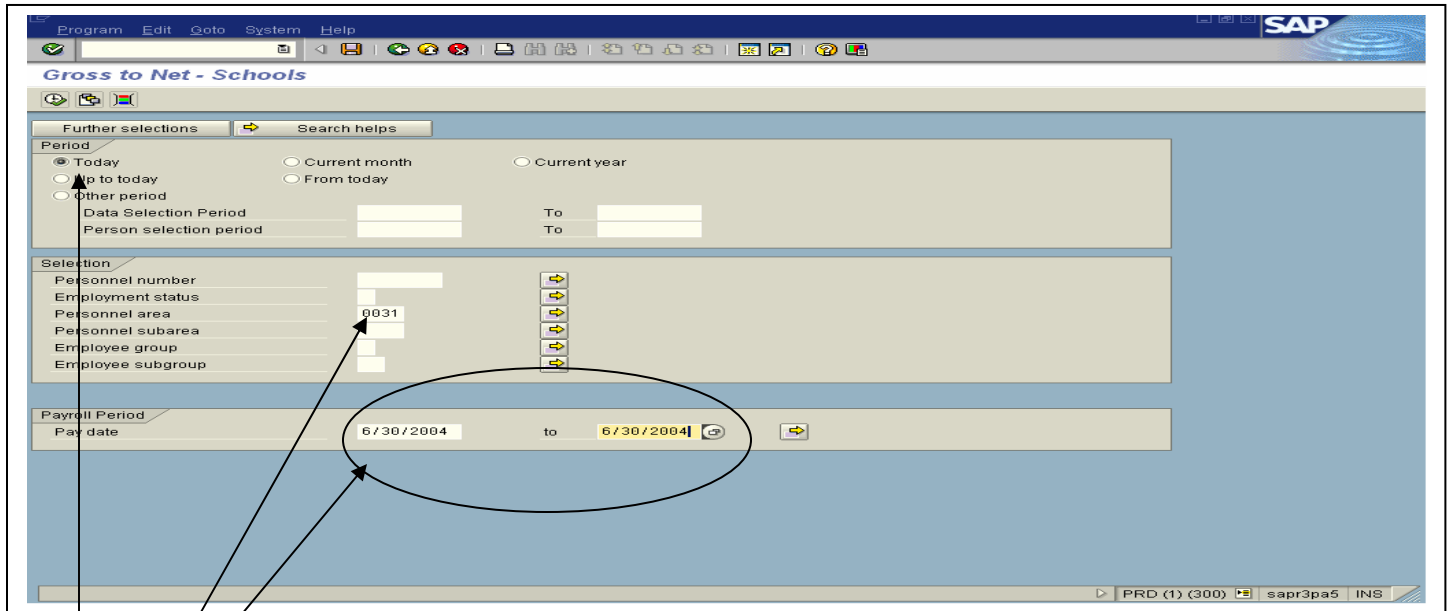


List of Payroll Checks per Pay Period For Schools Gross to Net ZAHRA_SCHL_GROSS_NET

From the SAP Easy Access Menu Screen

Click the **Expand** Icon to the left of: **PCSB Menu > Payroll**
Double Click on **ZAHRA_SCHL_GROSS_NET Gross to Net – Schools**

The **Gross to Net – Schools** screen is displayed



Click the button to the left of **Today**
Enter your **4-digit Location Number** in the Personnel area

Enter the **Pay date** in both Payroll Period fields (**appropriate dates are sent through an Email from the Payroll Department**)

Click the **Execute** icon 

A list of **Payroll Check Information** displays for all of the employees at your location.

