

How to View & Print Paychecks

Call the Help Desk 502-574-4444 and ask for your login credentials for Citynet and PeopleSoft. There is a computer in the Deck / Break room to view your paystub. If you get stuck along the way, call the Help Desk back at 502-574-4444.

To View your paystub:

1. Log into Citynet
2. Visit www.mymetro.lou
3. Click on Workday Login
4. Louisville Metro
5. Sign in, using Citynet credentials
6. Check the box for Remember this device
7. Click Submit
8. Click My Paystubs
9. Choose the stub you want to and view or print.

Printer Install:

1. Open a file folder
2. Enter this in the address bar: \\svps14
3. Click on the BOL printers and they will install. Now, the 360I is in the upstairs hallway and the Lexmark is in the manager's office.

****ALWAYS LOG OUT OF YOUR SESSION AND NEVER SHARE THE PASSWORD****