# NJ Transit Mobile Paystub Instructions:

*Please advise that these instructions have been created based on the circumstances we have come across, but different mobile devices and operating systems may work differently. This is a general overview of the process that JCFCU has seen since NJ Transit's transition to a new payroll portal.

1. Sign into the NJ Transit HR portal.

2. Select the option "Print Paystub" under the Pay Options Section

3. You will see a message at the top of the page with an empty box underneath.
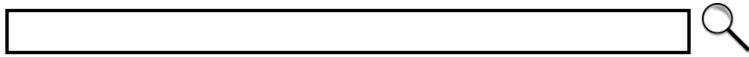
4. Click on the magnifying glass to search for your most recent paystub.
   a. After clicking the magnifying glass, there will be two boxes that appear at the bottom of your screen.

   b. The box on the right will list all of your checks available for download starting with the most recent.

   c. Select the very first check (at the top) and this should be your most recent.

   d. The check selected will be highlighted and then you can click the ➡.

   e. The check information should then be visible in the box on the left side.

   f. Once the check is in the left box, you can then click "OK" or "Continue" at the bottom of the boxes.

5. This will generate check information in the search bar at the top of the screen.

Example: Paycheck 05/27/2022 12:00:00
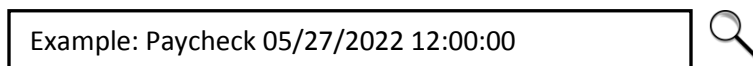
6. When the check information is visible in the search bar, you can now click the "Launch" button at the top right of the screen to generate a PDF copy of your paycheck. ▶

7. Once the "launch" has completed, you should be able to access a PDF version of your paystub by clicking the link next to the "Output:" at the top of the screen.

8. Clicking the link will generate a PDF file that you can send via email as a PDF attachment, or you can save a copy to your mobile devise and attach the document outside of the portal.

If you are trying to access this information on an IPhone or Apple product, please complete the following to allow the document(s) to download

IPhone:

1. **Access settings on your phone**
2. **Click on Safari**
3. **Turn Off "Block Pop Ups/Pop Up Blocker" (Slide the button so it is no longer green)**
4. **Continue scrolling until you see "advanced" options.**
5. **Click on Advanced**
6. **Be sure that JavaScript is on (Slide the button so it IS green).**

Apple Computer:

When accessing the site and seeing the "output" option generated, clicking on the link may show a flash on the screen as if the computer is trying to download. In the search bar at the top of the screen (where you enter the website information) there should be a small icon towards the right corner. This icon is a pop up blocker icon and once enabled or clicked on, your document(s) should appear on the screen.