Open Chrome. Go to [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral)

Once in the BUworks Central portal, go to ESS and click on Salary Statement.
A New box will open showing all your check dates: The first check will automatically open:
For each additional check, please click on the check date desired and you will see a spinning wheel.

Click on the BU icon in the upper left corner of the page (or, on a PC, you may also right click on the header of the page where it says: “Salary Statement – BU Works Central Portal – Google Chrome”)
The Chrome menu will appear. Click on Reload.

A confirmation box will appear. Click on continue and the pay statement will be available for you to print. Repeat to see additional pay statements.