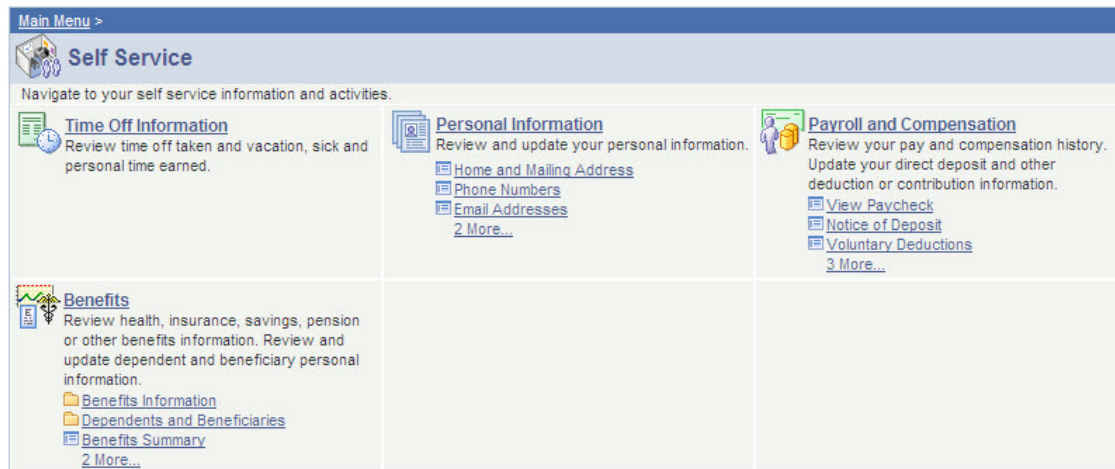


Printing Your Pay Notice in Employee Self Service

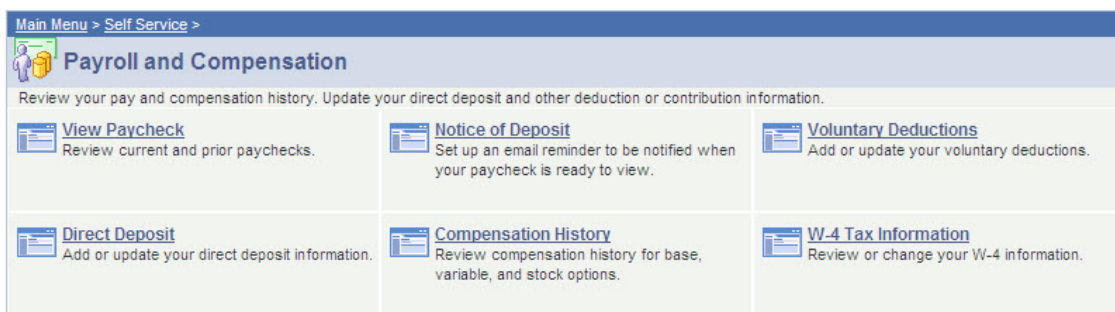
Employee Self Service allows you to view your pay notices and print them as you would any web page. These directions will detail how to print from Internet Explorer or Mozilla Firefox browsers.

Getting to your pay notice

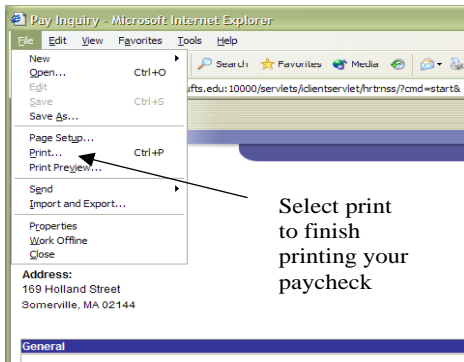
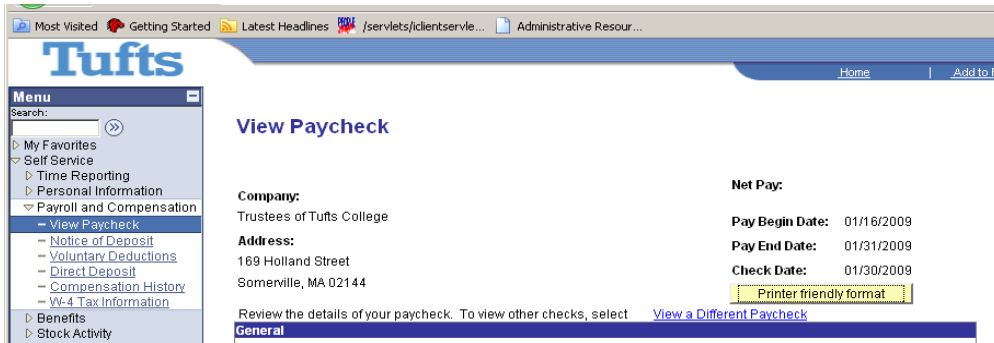
After you login, click on the Payroll and Compensation link.



Once you are on the Payroll and Compensation page, click on the View Paycheck link.



At this point, you may select a paycheck from the check dates that appear. Your pay notice will appear and you may print it out by clicking on the Printer Friendly Format box, and then using the printer icon on your browser's tool bar.

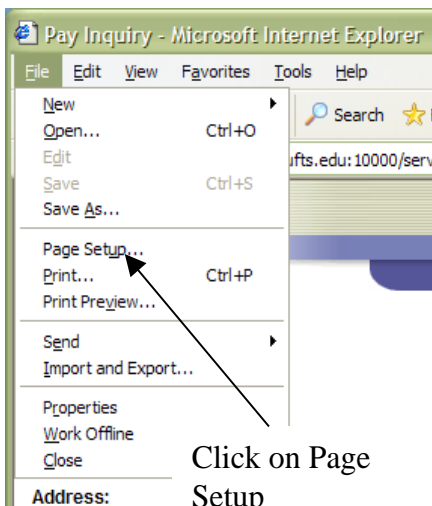


As an alternative, you may also choose the menu item **File**, then **Print**

Select print to finish printing your paycheck

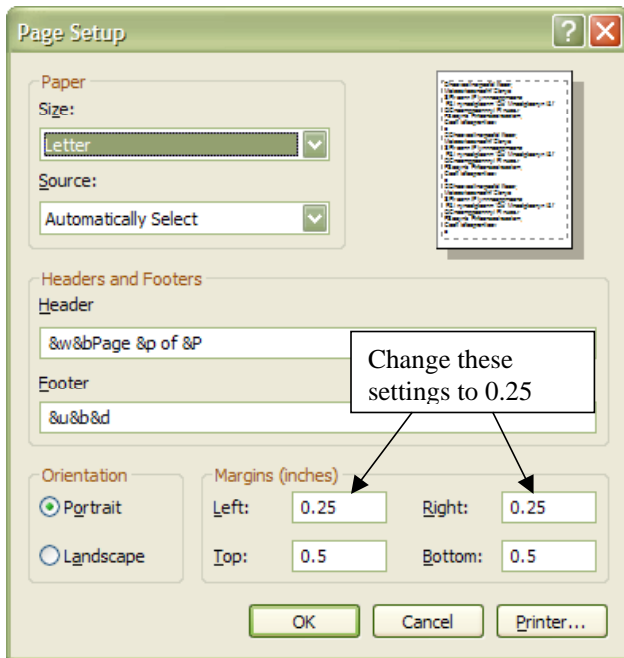
After printing you may notice that some of the type on the extreme right of the page has been cut off or you may see the PeopleSoft menu on the left. To see all of the type, you may need to adjust the margins or size of the document as described below.

Adjusting Margins for Printing In Internet Explorer



Click on Page Setup

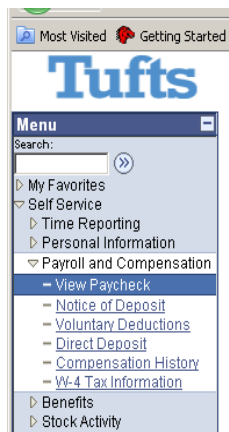
Click on the Menu Item called **File** and the click on **Page Setup...**



The Page Setup panel will be displayed. Adjust the Left and Right margins to 0.25 inches. This will allow all the information on your paycheck to print properly.

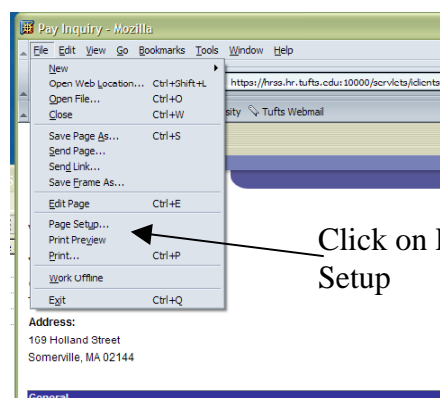
Finally, you can finish printing your pay notice by either clicking the **Printer Icon** on your browser's toolbar or by selecting the menu item File and select print to finish printing your paycheck.

In Firefox

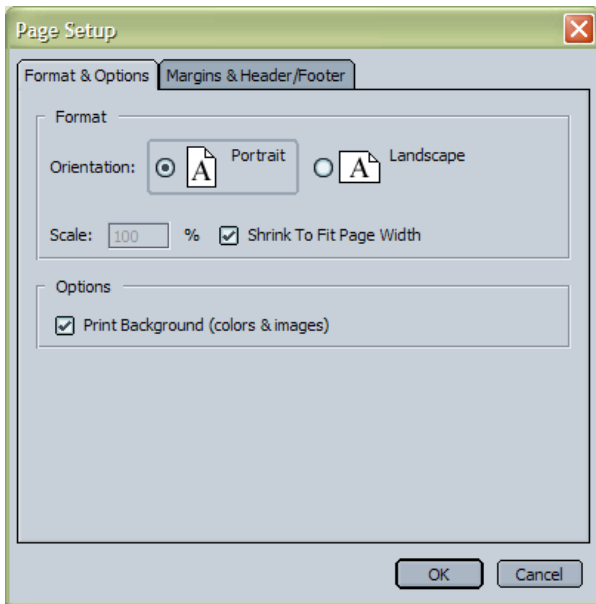


You will need to hide the PeopleSoft menu by clicking the "-" sign next to the word Menu.

Click on the Menu Item called **File** and then click on **Page Setup...**

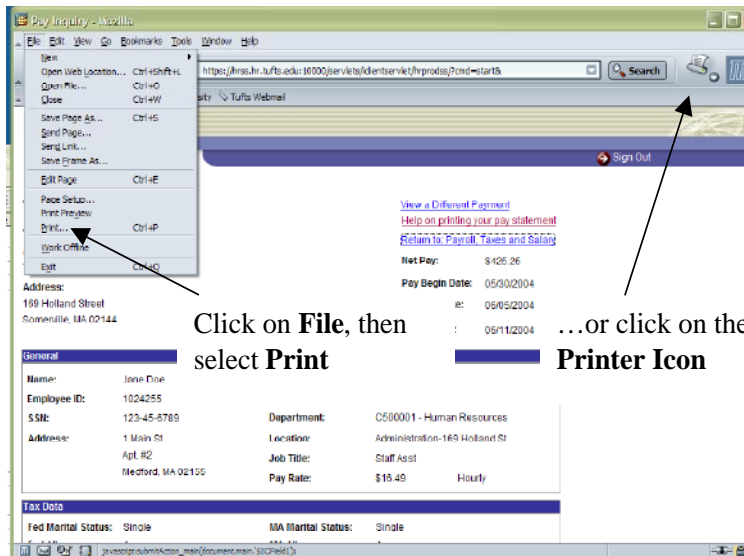


Click on Page Setup



The Page Setup panel will be displayed. Click Scale and select 90%. This will allow all the information on your paycheck to print on one page.

To finish printing, you may either click on the menu item **File** and select **Print** or click on the **Printer Icon**.



Click on **File**, then select **Print** ...or click on the **Printer Icon**