

ESS: Printing an Earnings Statement

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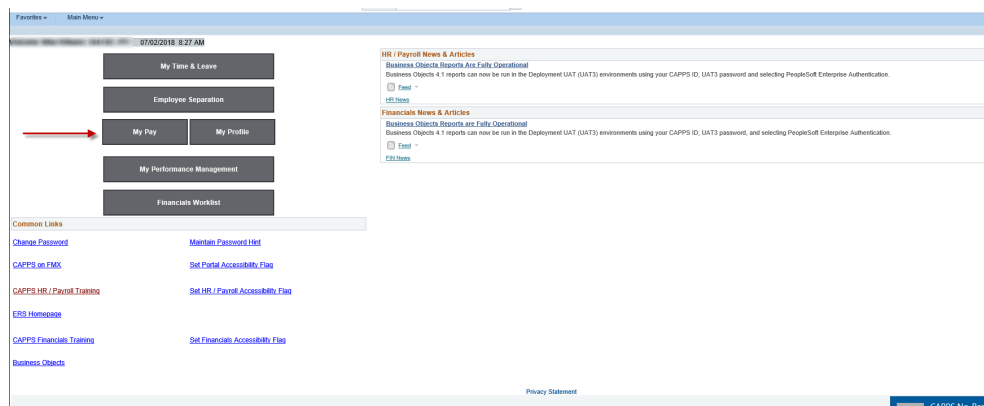
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Introduction

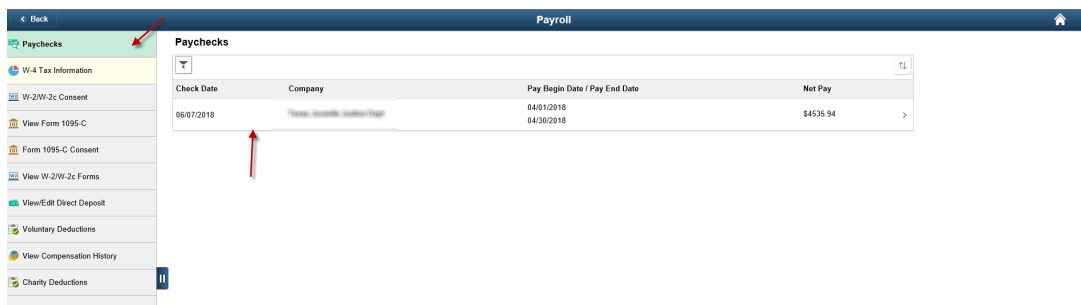
With the upgrade to PeopleTools 8.56, a paycheck can only be printed from Internet Explorer with some printer setting changes. This desk aid describes the steps to print a paycheck from Internet Explorer. Note: The printer setting changes will need to be made each time a Paycheck is printed from the CAPPS HR/Payroll System.

Instructions for Printing Paycheck

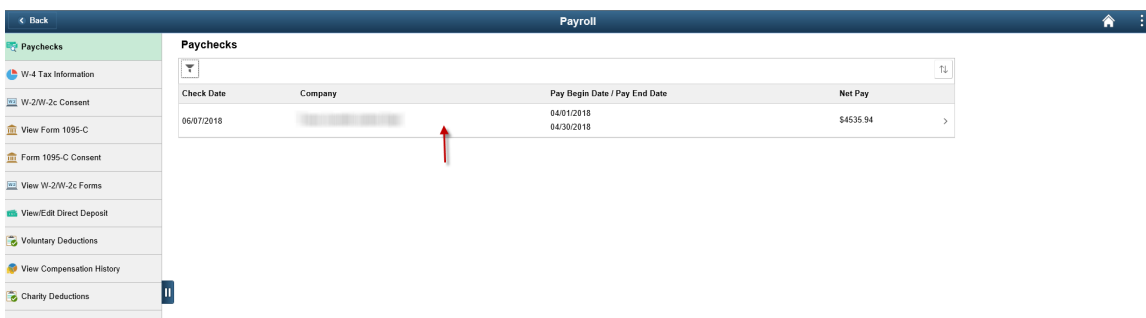
1. Using the Internet Explorer browser, log into CAPPS HR/Payroll.
2. From the Enterprise Portal landing page, click on the My Pay button.



3. The Payroll navigation page defaults to the list of Paychecks.



4. Select the Paycheck to print and press Enter. This will launch the paycheck in another window.



- Right-click mouse anywhere on the View Paycheck page and choose “Select All” from the menu.

The screenshot shows the 'View Paycheck' window. A right-click context menu is open over the 'General' section, with 'Select all' highlighted. The menu also includes options like 'Back', 'Forward', 'Go to copied address', 'Save background as...', 'Set as background', 'Copy background', 'Print', 'E-mail with Windows Live...', 'Translate with Bing', 'All Accelerators', 'Create shortcut', 'Add to favorites...', 'View source', 'Inspect element', 'Encoding...', 'Print...', 'Find pictures...', 'Refresh', and 'Properties'.

Period	Gross Earnings	Fed Taxable Gross	Overseas Taxable Gross	Net Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	6,375.82	5,486.79	6,123.48	6,123.48	887.15	1,142.73	4,533.94
YTD	32,879.18	27,483.50	30,617.03	30,617.03	4,553.66	5,713.05	22,571.79

Earnings			Taxes			
Description	Hours	Amount	YTD Amount	Description	Amount	YTD Amount
Base Pay	160.00	6,375.82	31,879.18	Fed Withholding	428.71	2,251.40
LOG		288.00	1,000.00	Fed MEDICARE	88.79	443.95
				Fed OASDI	379.05	1,888.25
Total		6,375.82	32,879.18	Total	887.15	4,533.94

Before Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount

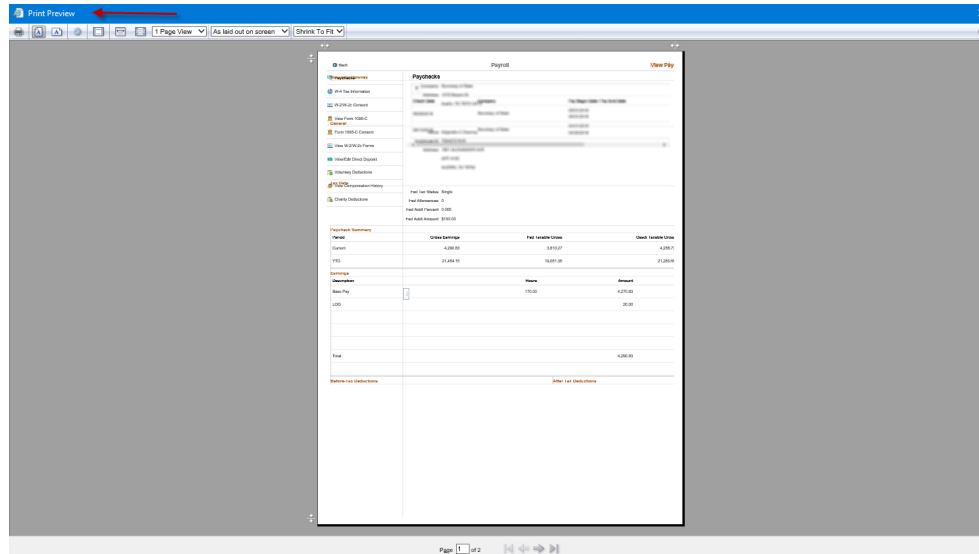
All fields will be selected or highlighted on the paycheck

The screenshot shows the 'View Paycheck' window with all fields highlighted in blue. The right-click context menu is no longer visible.

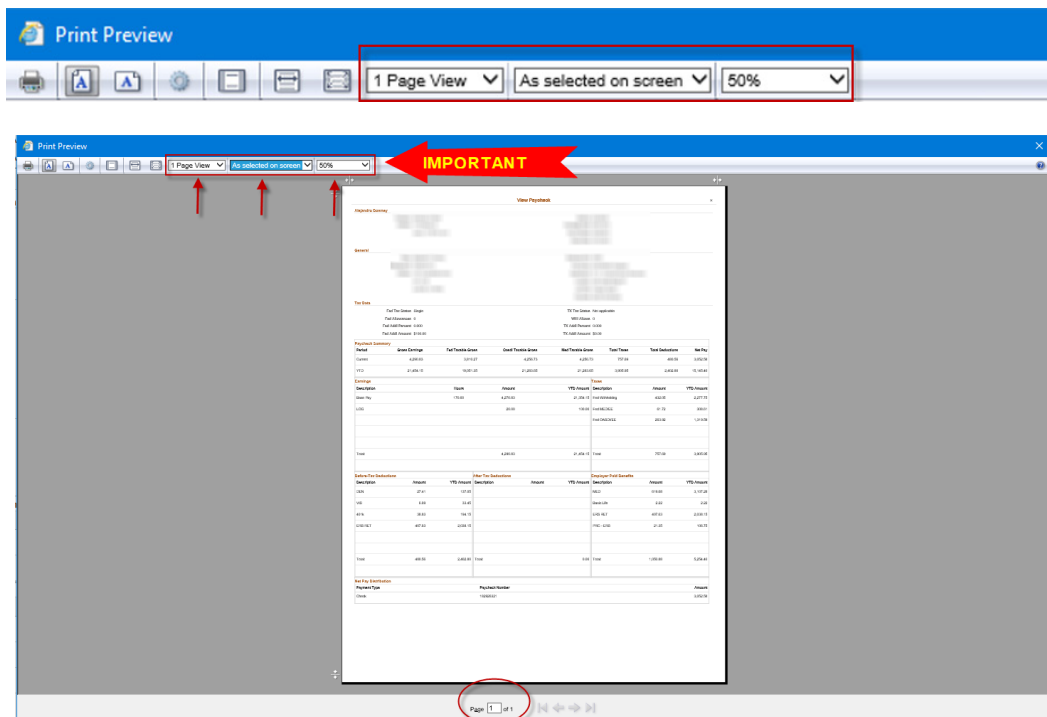
- After all the fields are highlighted, right-click mouse again anywhere on the View Paycheck page and select “Print Preview” from the menu. This will launch another window with the paycheck you selected.

The screenshot shows the 'View Paycheck' window with a right-click context menu open over the 'General' section, with 'Print preview...' highlighted. The menu also includes options like 'Cut', 'Copy', 'Paste', 'Select all', 'Print...', 'E-mail with Windows Live...', 'Map with Bing', 'Search with (www.google.com) Google', 'Translate with Bing', 'All Accelerators', 'Call with Jabber', and 'Call and edit with Jabber'.

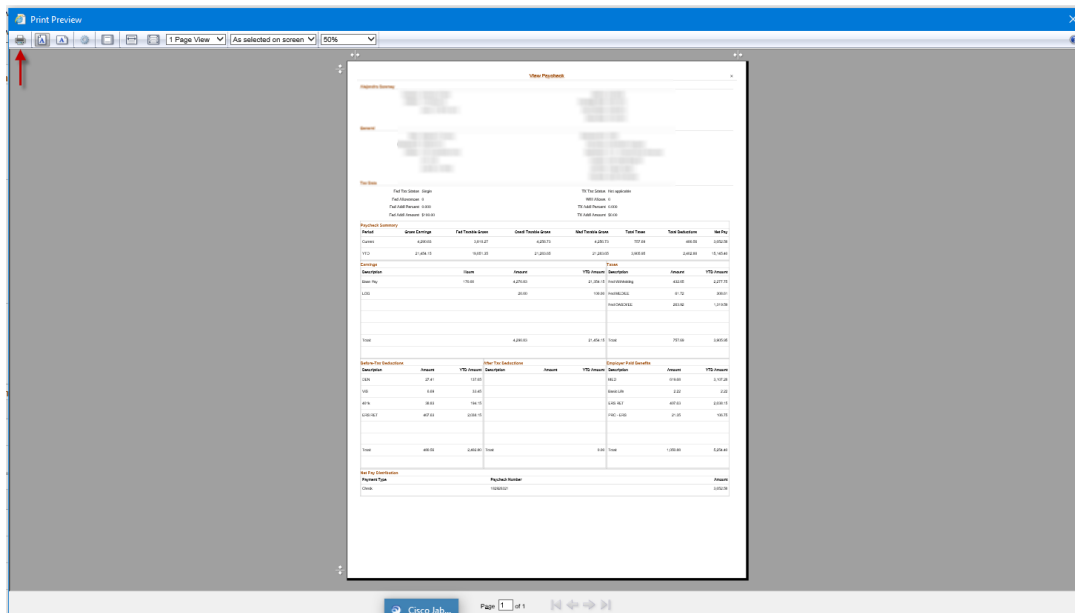
The Paycheck is now in Print Preview mode



7. To ensure the Paycheck prints on a single page, the following settings must be updated each time the Paycheck is printed:
 - a. On the menu bar:
 - i. Select **1 Page View** from the first drop down list.
 - ii. Select **As Selected on screen** from the second drop down list.
 - iii. Select **50%** from the third drop down list.



- After the printer settings are updated, select the Printer Icon at the top left of the menu bar



- From the Print dialog box - Page Range, select Pages and enter 1. This will prevent additional blank pages from printing along with the Paycheck.

