

ESS: Printing A Paycheck

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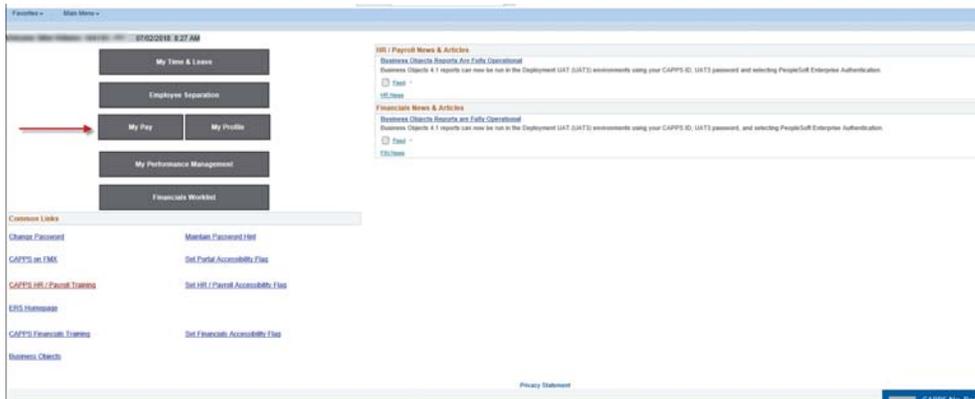
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Introduction

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.



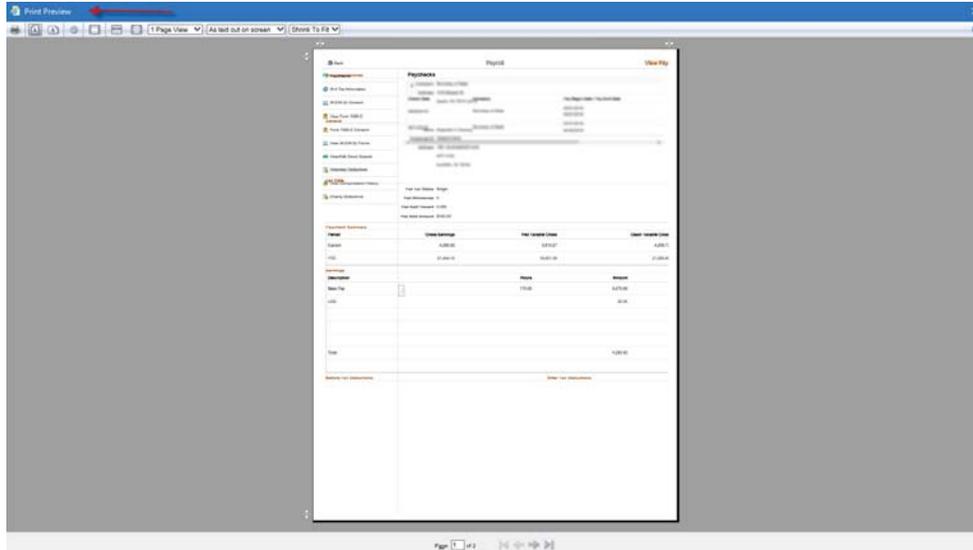
3. The Payroll navigation page defaults to the list of Paychecks.



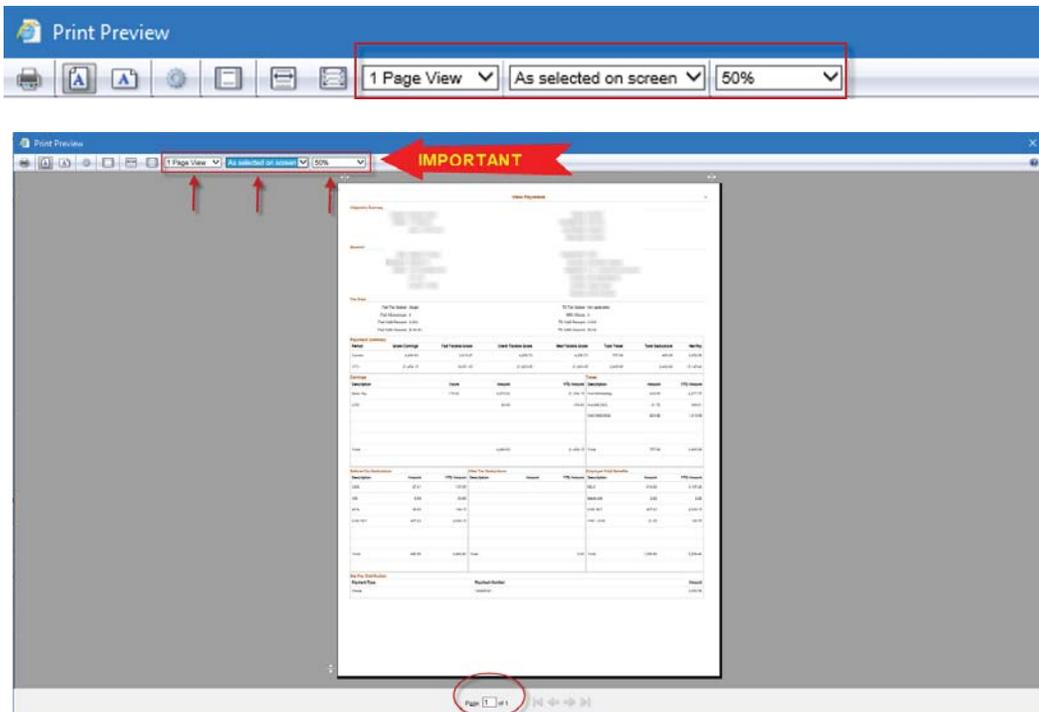
4. Select the Paycheck to print and press Enter. This will launch the paycheck in another window.



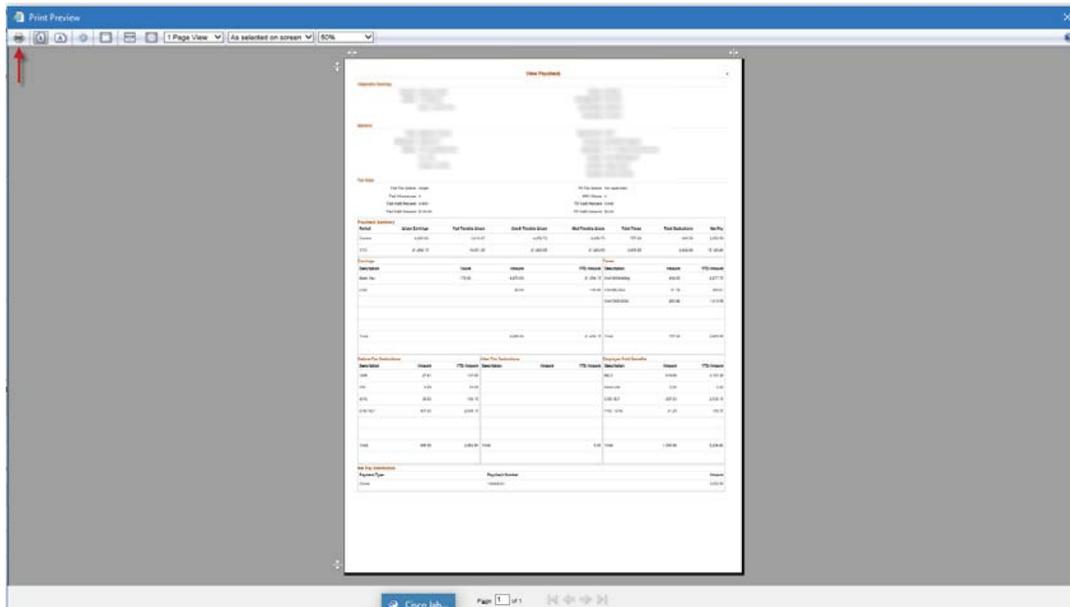
The Paycheck is now in Print Preview mode



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.

