ESS: Printing A Paycheck

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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.

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

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

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

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All fields will be selected or highlighted on the paycheck



6. 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.

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- 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.

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

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

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