# Printing Self Service Pages from Chrome

# Contents

Introduction	2
Instructions for Printing Paycheck	2
Instructions for Printing Employee Timesheet	4
Instructions for Printing W-4 Tax Information	6

#### Introduction

With the upgrade to PeopleTools 8.56, printing from Self Service using Chrome requires some additional instructions. This desk aid describes the steps to print various pages and a paycheck from Chrome.

#### **Instructions for Printing Paycheck**

1. From the Enterprise Portal landing page, click on the My Pay button.

Favorites + Main Menu +		
the second	7/02/2018 8:27 AM	10 / Descell Name & Adjoba
	My Time & Leave	Business Objects Records Ar Fully Operational Business Objects Records Ar Fully Operational
	my rane a ceare	Business Objects 4.1 reports can now be run in the Deployment UAT (UAT3) environments using your CAPPS ID, UAT3 password and selecting PeopleSoft Enterprise Authentication.
		S End -
	Employee Separation	HR News
		Financials News & Articles
MX	Pay My Profile	Business Objects Reports are Faily Operational Business Objects 4.1 spaceholics in a the Darksmark UKT (UKT) environments using user CADRS ID, UKT3 passward, and adjecting Darchicket Esterorise Authorities to a
		Description of the provided in the description of the provided interview of the provided in the provided in the provided in the provided in the provided interview.
		u Latar FAN Ness
	y Performance Management	
	Financials Worklist	
Common Links		
Change Password	Maintain Password Hint	
CAPPS on FMX	Set Portal Accessibility Flag	
CAPPS HR / Payroll Training	Set HR / Payroll Accessibility Flag	
ERS Homepage		
CAPPS Financials Training	Set Financials Accessibility Flag	
Business Objects		
		Plivacy Statement
		CADOS No. Pat

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

K Back	ie de la companya de		Payroll	
🗮 Paychecks 🛛 🖌	Paychecks			
W-4 Tax Information	T			14
W 24W 2+ Consent	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay
Wiew Form 1095-C	06/07/2018	Taxas-investile-institut Tage	04/01/2018 04/30/2018	\$4535.94 >
m Form 1095-C Consent				
View W-2/W-2c Forms				
View/Edit Direct Deposit				
S Voluntary Deductions				
View Compensation History	_			
S Charity Deductions	11			

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

< Back			Payroll	
🛒 Paychecks	Paychecks			
🕒 W-4 Tax Information	T			ŤΨ
W-2/W-2c Consent	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay
m View Form 1095-C	06/07/2018		04/01/2018 04/30/2018	\$4535.94 >
form 1095-C Consent				
View W-2/W-2c Forms				
is View/Edit Direct Deposit				
S Voluntary Deductions				
🔗 View Compensation History	_			
S Charity Deductions	1			

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

			View Pay	check			
			Back				
General	10 10 10 10 10 10		Box           Formal         Gene to copier address         Chrl-Dolb-L           See beckground m         See beckground         Chrl-Dolb-L           Copie beckground         See beckground         See beckground           Partice         E-mail with Wordmen L         State See beckground           State Description         Academent bin Copies         Academent bin Copies	Net Pay Pay Begin Date Pay to at Bas Check Date	54,535,54 640/52018 94/32/2018 96/7/2018		
Tax Data Paycheck Summary	Fed Tas Stahus <b>Single</b> Fed Allowarces 1 Fed Add Percent 0 000 Fed Add Amount 2010		Create shortfall. Add to diventall. View source Inspect dement Encoding > Pint. Pinte provides. Porputes	TX Tat Status WH Alcors TX Add Percent TX Add Ansort	Not applicable 0 8 000 50 00		
Period	Gross Earnings	Fed Taxable Gros	Oundi Taosible Gron	Med Taxable Gro	an Total Taxon	Total Deductions	Net Pay
Current	6,575.62	5,498.7	6,123.40	a 6,123.	40 807.15	1,142.73	4,535.94
νтр	32,879.10	27,493.5	30,617.01	30,617	4,593.05	5,713.65	22,571.79
Earnings					Taxes		
Description		Hours	Amount	YTD Amount	Description	Amount	YTD Amount
Bane Pay		165.00	6,375.82	31,879.10	Fed Withholding	428.71	2,251.46
LOG			200.00	1,000.00	Fed MED/EE	68.79	443.95
					Fed DASDIEE	379.65	1,898-25
Total			6,575.62	32,879.10	Total	897.15	4,593.65
Before-Tax Deductions		Atte	Tax Deductions		Employer Paid Benefits		

All fields will be selected or highlighted on the paycheck

File Edit View Favorites Tools Help



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

	-	Cut Copy Pate Salect all Print, Print, provid	Wiew Paychicsk	÷	1		
11 (120	モ	Map with B     G Search with     With     Mark Search with     All Accelers     Call with All     Call and edit	19 jmme google.cenij Google hili Bilog tere → ker turëh Jabber				
	Fed Tax Status Single Fed Adamatece S Fed Ada Percent (1006 Fed Add Amount (1100 B)			F.K. Tass Status With Albows TX, Addi Percent TX, Addi Ansond	60 apparate 8 8000 2000		
aycheck Summary adod	Gross Earnings	Fed Taxable Gross	Casel Tazable Gross	Med Taxable Groe	Total Taxes	Total Deductions	Net Pa
Durrent	0.290.03	3.81127	10000	0.560	157.69	440.56	3,952,5
-	21,454.15	19,051.35	21,263,65	21,203.0	3,905.65	2 402 50	15,145.4
relegs				i i			
noriolog		Hours	Anount	(TE) Amount	lescription	Access)	TTO Amount
ecristion In Pay		1275. 25000	00000	Carol Amount Seasons	Teacritotical Teal Withhousing	Annoent 102.05	14191.000 2277
201203 20127		10000 10000	00000 000000 0000	7110 Annual 81855115 82000		Dencent 19235 1935	1000.000 0000 0000
2010 201 20 F27						2000 2000 2000 2000	1000 Anno 2007 2007 2007
2000 2007 2007				(110) Antonia Galagania 2000		00000 19905 19905 19905	1110.000 9220 9330 9330
201000 2011				200501-0103 2005012 20050		1002000 100005 100005 1	1110 Loss 2222 2333 2339
1147622 28 Par							
1127032 200 F24 22				2002 2003 2003 2003 2003 2003 2003 2003		Exerci: 19382 6855 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1002.000 00701 00701 00701
			State	322210333 32221033 32233 322336 322336			

Select the Print button to Print.

- 1. Select Landscape as the Layout
- 2. Select 40 as the Scale
- 3. Uncheck the Selection Only box.

Print					View Paycheck				×	
Total: 1 sheet	of paper	_	Company Address			Net Pay Pay Begin Date				
	Print Cancel					Pay End Date Check Date			_	
Destination	🖶 P00115HLBJCA555 👻	General	Name Employee ID			Business Unit Pay Group				
Dagaa			Address			Department Location Job Title				
Pages	• All	Tax Data	Fed Tax Status Married			Pay Rate	Not applicable			
	U e.g. 1-3, 8, 11-13		Fed Allowances 0 Fed Addl Percent 0.000 Fed Addl Anseunt \$700.00			WH Allows TX Add Percent TX Add Amount	0 0.000 90.00		_	
Copies	1	Paycheck Summary Period	Gross Earnings	Fed Taxable	ross Qescil Taxable Gross	Med Taxable Gros	s Total Taxes	Total Deductions	Not Pay	
Layout	Landscape 👻	Current YTD							_	
Color	Color	Description Dase Pay		Nours 184.00	Amount 12,225.50	TI YTD Amount 0 24,451.00 F	kesription Vescription	Amount 2,003.96	YTD Amount 4,107.92	
		100			120.00	240.00	ed MEDIEE	107.58 718.23	335.95	
More settings	· ·									
Paper size	Letter 👻	Total:			12,345.50	24,091.00	lotat:	2,875,17	5,940.33	
Pages per		Before-Tax Deductions Description	Amount	YTD Amount	fter Tax Deductions Description Amount	D THE STREET	mployer Paid Benefits Jescription	Amount	YTD Amount	
sheet	1 +	DEN				s 	IED Iasic Life			
Margins	Minimum 👻	VIS ADD				ء •	IRS RET			
Quality	600 dpi 👻	HCRA00 ERS RET								
Reale	40									
	40	Total:	1,933.04	3,867.88	total:	0.00	lotait.	2,450.47	4,912.94	
Options	Headers and footers	Not Pay Distribution Payment Type			Paycheck Number				Amount	+
	Two-sided									

## **Instructions for Printing Employee Timesheet**

1. From the Enterprise Portal landing page, click on the My Time & Leave button.



2. Select the Timesheet to view

< Back									Ti	me				
Report Time	Employee Timeshee	et												
Payable Time	Name: Empl ID: Job Title:	Company/P Business U	ay Group: hit: :	State Service	Effective Date:	-	Wo	rkgroup: 🗧	-					
Leave Balances	Leave Balances			manager ib.										
Time Certification	Leave Balancee Leave	Sick Leave Overtime	Regular Ho Comptime Comp	iday Optiona time Holida	Sick Leave	Administrative Leave	Extended Sick Leave	Fitnees Leave	Exp In 12 Months	Exp In 18 Months	Wellness Leave	Special Leave	Employee Donated Sick Leave	Military Leave
	Current					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Pending Approval		1.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Monthly Time Report	Available		10.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Code Description	8.00 0.00 0.00 8 0.00 0.00 0.00 0 riday 02/01/2019 to Friday	00 8.00 8.00 8.00 8.00 0.00 0.00 0.00 0 02/15/2019	0 8.00 0.00 00 0.00 0.	0.00 0.0	8.00 8.00 0 0.00 0.00	0.00 0.00	Reason Code			Mity Care ID	Inerits	Delete	
	Time Reporting Code	Sat Sun Mon 2/16 2/17 2/18	Tue Wed Thu F 2/19 2/20 2/21 2	1 Bat Bu 22 2/23 2/	in Mon Tui 24 2/25 2/2	Wed Thu 6 2/27 2/28	Fri Sat 3/1 3/2	Sun Overrie	de In Code Labor Acc	ount Code	FMLA ID Parental II	Commente	Delete	
	Q	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0	00 0.00 0.0	q 0.00 0.00	0.00	<b>a</b>		Q.		Delete	
	Add a New Line for Sa	turday 02/16/2019 to Sund	ay 03/03/2019											
	L		View Leave Balan	ies 🗾	Previous	Next								
	E-Sign & Submit													

3. Minimize the left navigation window

eport Time	Employee	a Timesheet															
able Time	Name:	e minesneer	Co	mpany/Pay G	iroup:	State S	ervice Effectiv	e Date:	(		lorkaroup: 1						
	Job Title:		Dej	partment:		Manag	er ID:		-		iorkgroup. ;						
e Balances	Leave Balan	ices															
Certification	Leave Balances	Annual Leave	Sick Leave	FL SA Overtime	Regular Comptime C	Holiday comptime	Optional Sick Holiday	Pool	Entrative Entrative Entrational Entrationa	tended Sick Leave	Fitness Leave	Disaster Com Exp In 1 Month	p Disaster 2 Exp 8 M	In 18 V	follnoos Losvo	Special Leave	Donate
thly Time Report	Pending Appr Available	roval	10	12	10	12	12		0.00	0.00	0.00	0.0	0	0.00	0.00	0.00	
	From Friday	02/01/2019 to F Time Reporting Code	riday 02/15/2 Fri Sat 2/1 2/2	2019 Sun Mon 2/3 2/4	Tue Wed 2/5 2/6	Thu Fri 2/7 2/8	Sat Sun 2/9 2/10	Mon 2/11	Tue Wed 1 2/12 2/13 2	Thu Fri 914 2/15	Override Research Corte	Labor Acco	unt Code	F	MLA ID arental ID Co	mmente	Delete
		Description	8.00 0.00 0.00 0.00	0.00 8.00	8.00 8.00	8.00 8.00 0.00 0.0	0.0 00.0	8.00 0.00	8.00 8.00 8 0.00 0.00	0.00 8.00	0	۹.		Q [	Ity Care ID		Delete
	Add	a New Line for Fri	day 02/01/2019	to Friday 02/	15/2019												
	From Saturd	lay 02/16/2019 t Time Reporting	o Sunday 03 sat sun	/03/2019 Mon Tue	Wed Thu	Fri Sa	it Sun Mo	n Tue	Wed Thu	Fri Sat	Sun Ove	rride			[MLA ID		
	Code	Description	0.00 0.00	2/18 2/19 8.00 8.00	2/20 2/21 8.00 8.00	8.00 0.0		5 2/26 8.00	8.00 8.00	8.00 0.00	0 0.00 Rea	son Code	or Account C		Mity Care	e ID	
		New Line for Cetu		O to Cuadaud	2/02/2010							~					
	Add a	New Line for Sato	10ay 02/10/201	e to Schoay (	33/03/2019		Previous		Next								
ack																Tim	10
Back nployee Timesheet	Company/Pay	Group:	State	Service El	ffective Date	:										Tim	ie
aack nployee Timesheet e: I ID: Title:	Company/Pay Business Unit Department:	Group:	State	Service El	ffective Date		-	We	vrkgroup:							Tin	ie
ack ployee Timesheet e: IID: Title: ve Balances	Company/Pay Business Unit Department:	Group:	State	Service El	ffective Date			Wo	vrkgroup:	Disasta	er Comp Dis	satter Comp				Tim	le
arck apployee Timesheet arcs arcs arcs arcs arcs arcs arcs arcs	Company/Pay Business Unit Department: Ick Leave PL SA Overtime	Group: E Regular Comptime	State Mana Holiday Comptime	Service El Iger ID: Optional Holiday	ffective Date Sick Leave Pool	:: Administr L	ative Extend	Wo ed Sick Leave	rkgroup: Fitness Leave	Disasta E	rr Comp Dia xp in 12 Monthe	Exp In 18 Monthe	Wellness I	.eave	Special Leav	Tim re Emp Donate	NC Sloyee d Slok Leave
ack ployee Timesheet in D: it it e Balances Annual Leave s ent ing Approval	Company/Pay Business Unit Department: Ick Leave FLSA Overtime	Group: E Regular Comptime	State Mana Hollday Comptime	Optional Holiday 0.00 0.00	ffective Date Sick Leave Pool 0.00 0.00	e: Administr	ative Extend eave	Wo ed Sick Leave 0.00 0.00	rkgroup: Fitness Leave 0.00 0.00	Disasta E	r Comp Dir xp In 12 Months 0.00 0.00	sastar Comp Exp In 18 Monthe 0.00 0.00	Wellness I	.eave 0.00 0.00	Special Leav 0.0	Tim Donate	Ne Novee d Sick Leave 0.00 0.00
aack pployee Timesheet it ID: Title: ve Balances ve Balances inable it dig Approval itable	Company/Pay Business Unit Department tok Leave Overtime	Group: E Regular Comptime	State Mana Holiday Comptime	Optional Holiday 0.00 0.00	Sick Leave Pool 0.00 0.00 0.00	e: Administr	ative Extend eave 0.00 0.00 0.00	Wo ed Sick Leave 0.00 0.00 0.00	rkgroup: Fitness Leave 0.00 0.00 0.00	Disasta E	er Comp Dia xp in 12 Months 0.00 0.00 0.00 0.00	aatar Comp Exp In 18 Montha 0.00 0.00 0.00	Wellness I	.eave 0.00 0.00 0.00	Special Leav 0.0 0.0 0.0	Tim e Emp Donate	le d Sick Leave 0.00 0.00 0.00
ack ployee Timesheet r: Tite: ve Balances ent ling Approval able n Friday 02012019 to Frid T27	Company/Pay Business Unit Department: Ick Leave FL &A Overtime ay 02/15/2019	Group: E Regular Comptime	State Mana Holiday Comptime	Service El ager ID: Optional Holiday 0.00 0.00 0.00	ffective Date Slok Leave Pool 0.00 0.000 0.000 0.000 0.000 0.000 0.000	Administri L Tue 2/12	ative Extend eave 0.00 0.00 0.00 Wed Thu 2/14	Wo ed Sick Leave 0.00 0.00 0.00 Fri 2/15	Fitness Leave 0.00 0.00 0.00 0.00 0.00	Disaste E	r Comp Dia xp in 12 Months 0.00 0.00	esster Comp Exp in 18 Months 0.00 0.00	Wellness I FMLA ID Parental IIC	.eave 0.00 0.00 0.00 Com	Special Leav 0.0 0.0 0.0	Tim e Emj Donate 0 0 0	IC Sloyee d Sick Leave 0.00 0.00 0.00
ack ployee Timesheet ployee Timesheet ployee Timesheet ployee Annual searces e Balances e Balances ent fing Approval table n Friday 02/01/2019 bo Frid peopring Time Reporting fin peopring table fin	Company/Pay Business Unil Department: Ick Leave PLSA Overtime 22 23 24 0 0.00 0.00 0.00	Group: E Regular comptime	State Mana Holiday Comptime	Service El Iger ID: Optional Holiday 0.00 0.00 0.00	Sick Leave 0.00	Administra L 2/12 6.00	ative eave 0.00 0.00 0.00 Wed 2/13 2/14 8.08 8.00 0.00	Wo ed Sick Leave 0.00 0.00 0.00 Fri 2/15 8.00	Fitness Leave 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Disasta E	er Comp DH xp In 12 0.00 0.00 0.00 * Account Cod	ester Comp Exp in 18 Montre 0.00 0.00 0.00	Wellness I FMLA ID Parental III Mity Care I	.save 0.00 0.00 D	Special Leav 0.0 0.0 0.0 0.0	Emp Donate Delete	loyee do Sick Leave 0.00 0.00 0.00
Ack	Company/Pay Business Unit Department: 10k Lawe Overfilme Lay 02/15/2019 1 521 500 100 1 522 20 24 0 0.00 0.00 0.00	Group: E Regular Comptime	State Mana Holiday Comptime 1 Thu F2 2/7 2.00 8.00 0.000 (1	Service El           optional           Holday           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00	Sick Leave Pool 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Administri L 2/12 8.00 00 0.00	ative Extend eave 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Wo ed Sick Leave 0.00 0.00 0.00 7/15 8.00 3 0.00	Fitnees Leave 0.00 0.00 0.00 0.00 0.00	Labor	er Comp Dit xp in 12 Months 0.00 0.00 0.00 v Account Cod	e	Wellness I Parental IC Mity Care I	.save 0.00 0.00 0.00 D Com	Special Leav 0.0 0.0 0.0 mente	Emp Donate 0 Delete Delete	bloyee d Sick Leave 0.00 0.00
ack ployce Timesheet c. Dic. Title: ve Balances ent ang Approval able Description Friday 02/01/20/19 to Friday Add a New Line for Friday	Company/Pay Business Unit Department: lick Leave PL SA Overtime lay 02/15/2019 1 S41 San Mod 0 L00 0.00 0.00 0 5 00 0.00 0.00 0 5 00 0.00 0.	Group: E Comptime	State Mana Holiday Comptime	Service El ger ID: Optional Holiday 0.00 0.00 18 2/9 0.00	Sick Leave           Pool           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00	Administri L 2/12 8.00 00 0.00	ative Extend eave 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Wo ed Sick Leave 0.00 0.00 0.00 0.00 0.00 0.00	Fitness Leave 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Disasta E Disasta E	r Comp Di xp in 12 Months 0.00 0.00 0.00 Y Account Cod	ester Comp Exp in 15 Months 0.00 0.00 0.00	Wellness I Parental ID Mity Care I	eave 0.00 0.00 0.00 D Com	Special Leav 0.0 0.0 0.0 0.0	Emp Donate 0 0 0 0	
Annual Control	Company/Pay Business Unit Department: 10k Lave PL & A Overtime 1 541 Son Moo 2001/2019 to Friday 0 02001/2019 to Friday 0 02001/2019 to Friday 0	Group: 	Holiday Comptime I Thu Fri 2/7 2/ 8.00 0 00 0.00 1	Service El ager ID: Optional Holiday 0.00 0	Sick Leave Sick Leave 0.00	Administra L 2/12 2/0 00 0.00 0.00	ative Extend eave 0.00 0.00 0.00 Wed Thu 8.00 0.00 0.00 0.00 0.00	Wc ed Sick Leave 0.00 0.00 Fri 2/15 8.00 3 0.00 Sat 3/2	Fitness Leave	Disasta E Disasta E Disasta E	r Comp Dit xp In 12 0.00 0.00 0.00 v Account Cod	aster Comp Exp in 18 Months 0.00 0.00 0.00 e	FMLA ID Parental IC Nity Care I	LA ID	Special Leav 0.0 0.0 ments	e Detete	IC Storyee of Storyee
Add a New Line for Friday	Company/Fag Business Unit Department: tok Leave PL & & Overtime 1 547 2019 1 547 2014 0 0.00	Group: 	State           Mana           Holiday           Comptime           1         Tnu           27         8.00           00         0.00           1         Fri           1         222           0.00         0.00	Service El optional Holdsy 0.00	Sick Leave           Pool           0.00	Administr L 2/12 2/12 2/27 2/27 2/27 2/27 2/27 2/27	ative Extend eave 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Wc ed Slok Leave 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Fitness Leave Override Reason Code Sun 30 00 00 00 00 00 00 00 00 00	Disasta b b b b b b b b b b c d c c c c c c c c	r Comp DH xp In 12 0.00 0.00 0.00 0.00 0.00 0.00	e composition of the second se	PMLA JD Parontal IC Parontal IC Parontal IC PM	LA ID V Care I	Special Leav 0.0 0.0 0.0 0.0 0 0 0 Comment	e Deste Deste a Deste besta	Noyee d Sizk Leave 0.00 0.00 0.00
Add a New Line for Sauda	Company/Pay Business Unit Department: tok Leave PL 56 Overfitte 1 527 2019 1 527 2014 0 0.00 0.00 00 0 0.00 0.00 00	Group: E Complime 125 25 0.00 0.00 250 250 250 215/2019 1215/2019 1215/2019 1215/2019	State Mana Holiday Comptime 1 Thu 2/7 8.00 8.00 00 0.00 1 1 2/22 8.00 0.00	Service EI optional dytolatay 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Sick Leave           Pool           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00	Administration 2/12 2/12 2/20 2/20 2/20 2/20 2/20 2/20	ative Extend 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	We ed Sick Leave 0.00 0.00 0.00 Fri 2/15 3 3 0.00 3 0.00 0 0 0 0 0 0 0 0 0 0 0 0	Fitness Leave Pitness Leave 0.00	Disasta E D D D D D D D D D D D D D D D D D D	Account Cod	ester Comp Exp In 18 Min 00 0.00 0.00 0.00 e	Vielinees I FALA D Parenta II Parenta III Parenta II Parenta II Parenta II Parenta II Parenta II Pa	save 0.00 0.00 0.00 D Com EA ID rental IE	Special Leav 0.0 0.0 0.0 0.0 0.0 0 0 0 0 0 0 0 0 0	e Emj Donate 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Iceve d Stack Leave 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.

4. Right-click mouse again anywhere on the Timesheet and select "Print" from the menu. This will launch another window with the timesheet. Select Landscape from the Layout drop down box. Select the Print button to print.



## **Instructions for Printing W-4 Tax Information**

- 1. From the Enterprise Portal landing page, click on the My Pay button.
- 2. From the Payroll navigation page, select W-4 Tax Information. Then minimize the left navigation window.

K Back	Payroll
net a state and a state a stat	
🕒 W-4 Tax Information 🛛 🖌	W-4 Tax Information
W 24W 2e Consent	Social Security Number
Tiew Form 1095-C	You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withhold from your wages based on marital status and the number of allowances calumed on this form. You may also specify that an additional dollar amount he withhold . Your and fea a new Form W-4 and/mere your its shation channess and you choose to have more or less its available d
m Form 1095-C Consent	Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer
View W-2/W-2c Forms	may be required to send a copy of this form to the IRS.
n View/Edit Direct Deposit	Home Address
S Voluntary Deductions	
😵 View Compensation History	II <b></b>
S Charity Deductions	W-4 Tax Data
	Enter total number of Allowances you are claiming
	Enter Additional Amount, if any, you want withheld from each paycheck 50.00
	Indicate Tax Status O Single   Married
	If married filing separately, check here and select Single status for "Married, but withhold at higher Single rate."
	Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.
	Claim Exemption
	I claim exemption from withholding for the year 2019 and I certify that I meet
	BOTH of the following conditions for exemption

3. Right-click mouse again anywhere on the page and select "Print" from the menu. This will launch another window with the W-4 Tax Information. Select Portrait from the Layout drop down box. Select the Print button to print.

