

Printing Self Service Pages from Chrome

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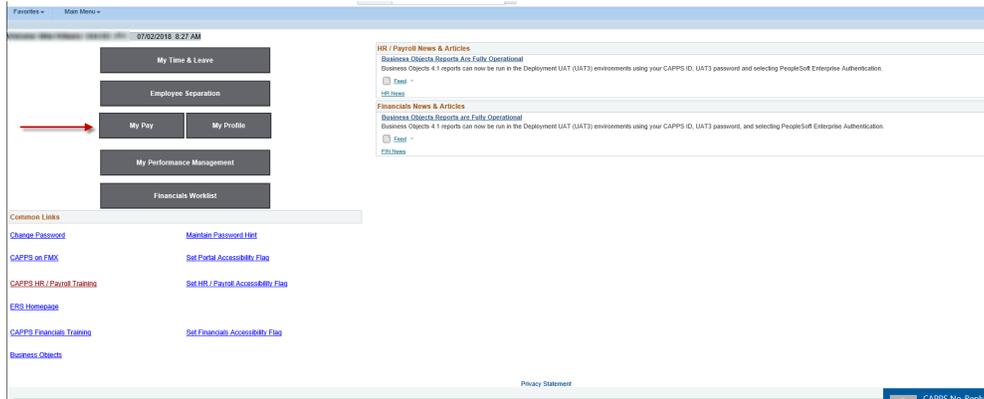
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Introduction

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

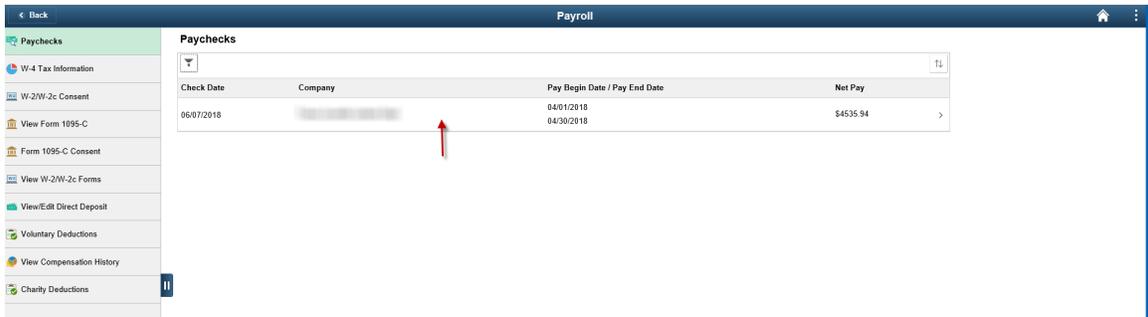
1. From the Enterprise Portal landing page, click on the My Pay button.



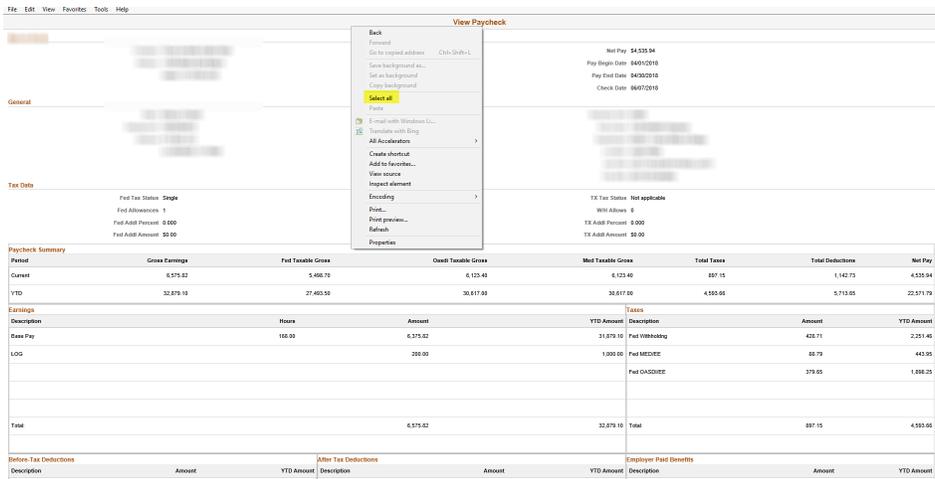
2. The Payroll navigation page defaults to the list of Paychecks.



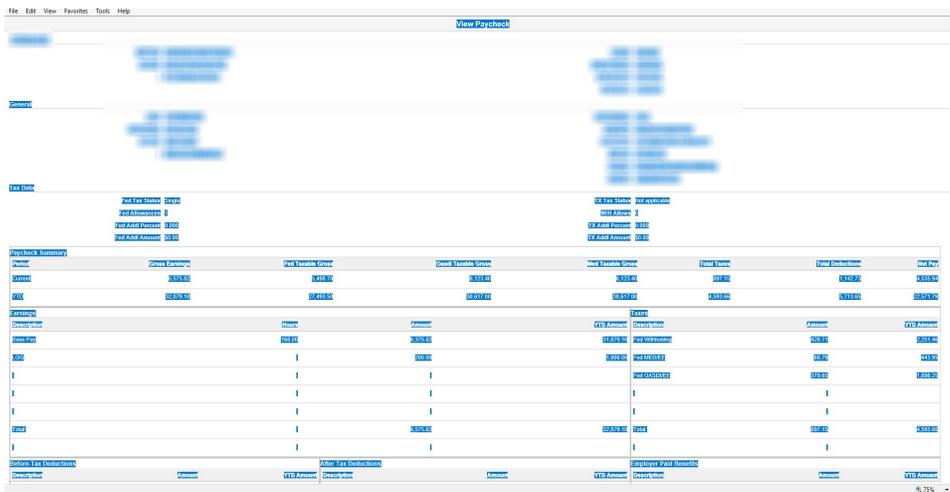
3. Select the Paycheck to print and press Enter. This will launch the paycheck in another window.



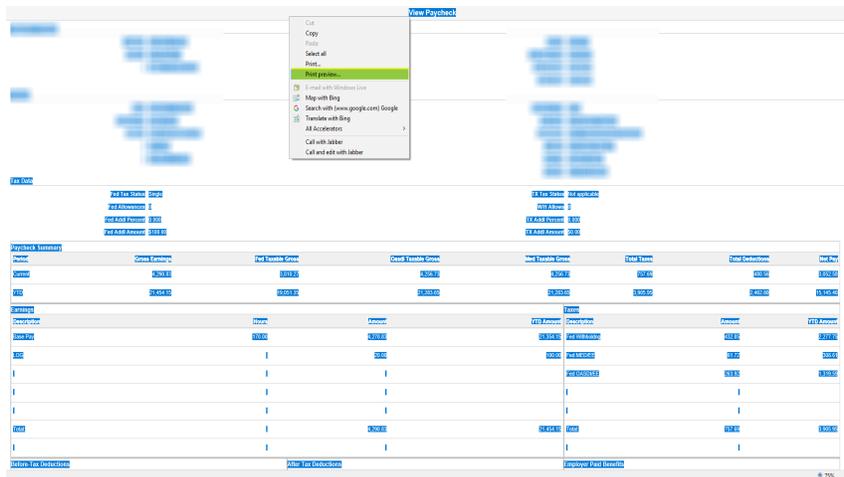
- Right-click mouse anywhere on the View Paycheck page and choose "Select All" from the menu.



All fields will be selected or highlighted on the paycheck



- 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.



Select the Print button to Print.

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

The screenshot shows a 'View Paycheck' page with a print overlay. The print settings on the left are as follows:

- Total: 1 sheet of paper
- Destination: P00115HLBJCA55
- Pages: All
- Copies: 1
- Layout: Landscape (highlighted with a red box)
- Color: Color
- More settings:
 - Paper size: Letter
 - Pages per sheet: 1
 - Margins: Minimum
 - Quality: 600 dpi
 - Scale: 40 (highlighted with a red box)
 - Options:
 - Headers and footers:
 - Two-sided:
 - Background graphics:
 - Selection only: (highlighted with a red box)

The paycheck details on the right include:

- Company: [Redacted]
- Address: [Redacted]
- Net Pay: [Redacted]
- Pay Begin Date: [Redacted]
- Pay End Date: [Redacted]
- Check Date: [Redacted]
- General:
 - Name: [Redacted]
 - Employee ID: [Redacted]
 - Address: [Redacted]
 - Business Unit: [Redacted]
 - Pay Group: [Redacted]
 - Department: [Redacted]
 - Location: [Redacted]
 - Job Title: [Redacted]
 - Pay Rate: [Redacted]
- Tax Data:
 - Fed Tax Status: Married
 - Fed Allowance: 0
 - Fed Addl Percent: 0.000
 - Fed Addl Amount: \$700.00
 - TX Tax Status: Not applicable
 - WEX Allowance: 0
 - TX Addl Percent: 0.000
 - TX Addl Amount: \$0.00
- Paycheck Summary Table:

Period	Gross Earnings	Fed Taxable Gross	State Taxable Gross	Med Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current							
YTD							
- Earnings Table:

Description	Hours	Amount	YTD Amount	Description	Amount	YTD Amount
Base Pay	184.00	12,255.00	24,451.00	Fed Withholding	2,050.96	4,167.52
LOD		120.00	240.00	Fed MED/SEE	107.58	335.55
				Fed DAD/SEE	718.23	1,426.45
Total:		12,345.00	24,691.00	Total:	2,876.77	5,949.52
- Before Tax Deductions Table:

Description	Amount	YTD Amount	After Tax Deductions	Amount	YTD Amount	Employer Paid Benefits	Description	Amount	YTD Amount
MSD						MSD			
DBL						Basic Life			
VIS						DBL-BCT			
JCD						PRC - DBS			
MSDAB									
DBL-BCT									
Total:	1,933.94	3,867.88	Total:	0.00	Total:	2,456.47		4,912.94	
- Net Pay Distribution Table:

Payment Type	Amount
Direct Deposit	

Instructions for Printing Employee Timesheet

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

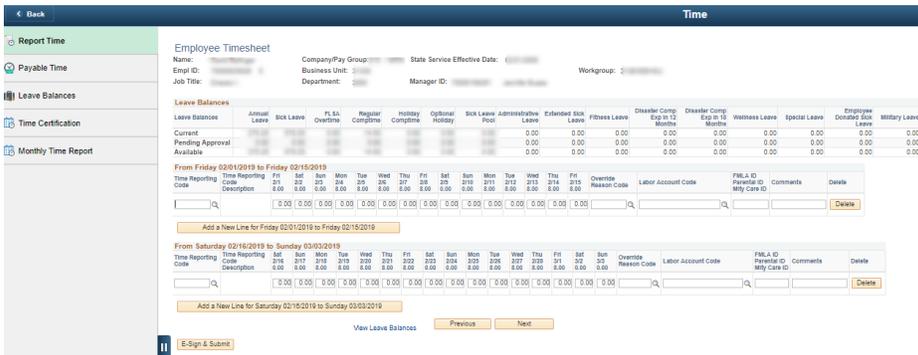
The screenshot shows the CAPPS Enterprise Portal landing page. A red arrow points to the 'My Time & Leave' button in the main navigation menu. The page includes a search bar, a 'Welcome' message, and a list of navigation options:

- My Time & Leave (highlighted with a red arrow)
- Employee Separation
- My Pay
- My Profile
- My Performance Management
- Agency 313 Internal Career Section
- CAPPS Recruit
- Agency 313 Learn Center

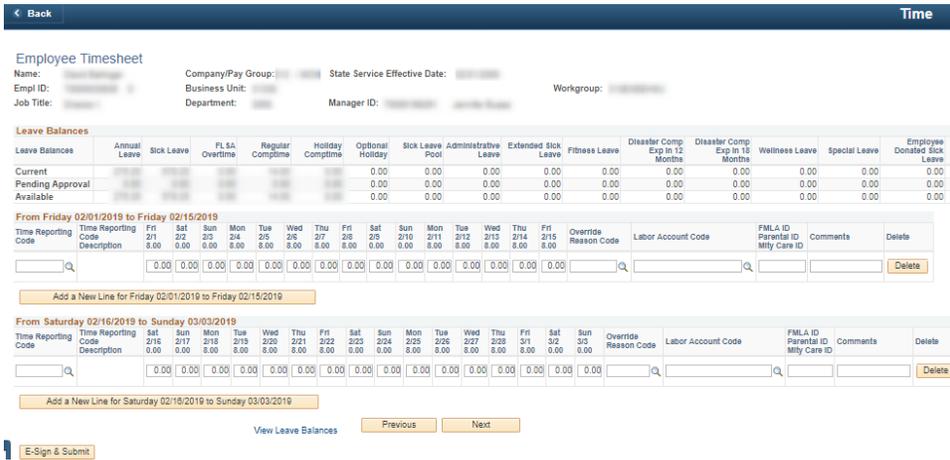
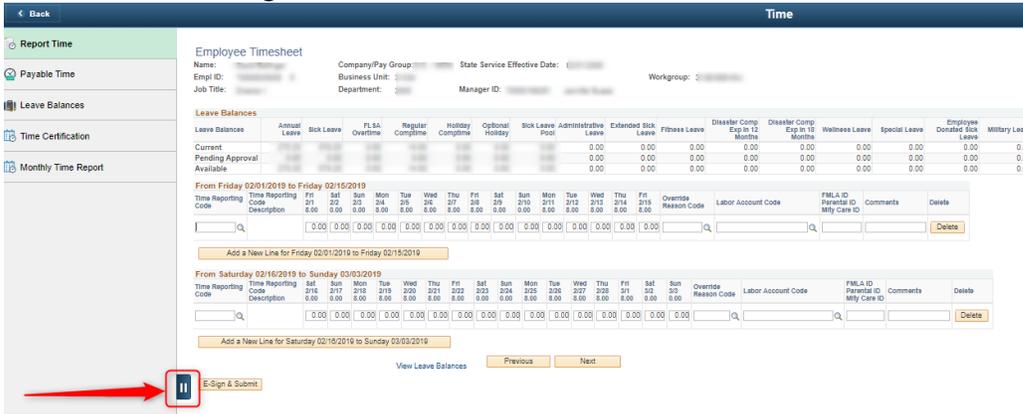
Common Links:

- [Change Password](#)
- [Maintain Password Hint](#)
- [CAPPS on FMX](#)
- [Set Portal Accessibility Flag](#)

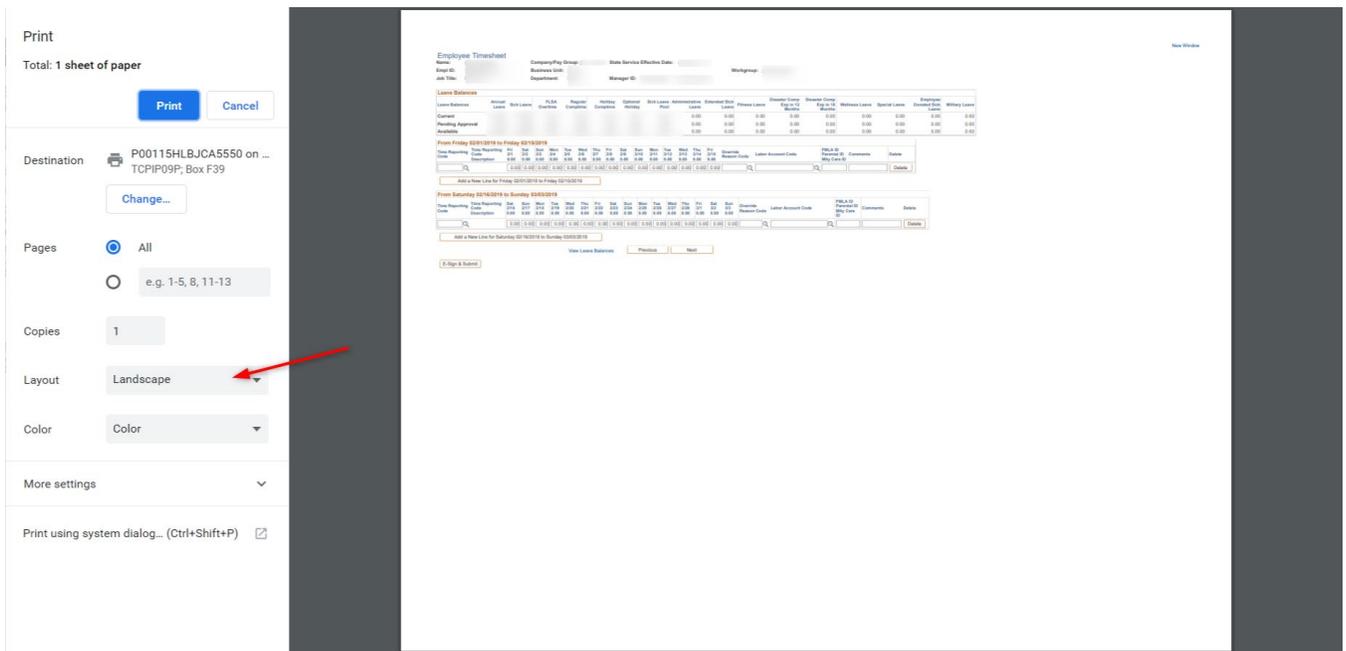
2. Select the Timesheet to view



3. Minimize the left navigation window



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.

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.

Print

Total: 1 sheet of paper

Destination  P00115HLBJCA550 on ...
TCPIP09P; Box F39

Pages All

e.g. 1-5, 8, 11-13

Copies

Layout 

Color

More settings

Print using system dialog... (Ctrl+Shift+P)

W-4 Tax Information [View Printable Form](#)

Social Security Number [REDACTED]

Home Address
[REDACTED]

W-4 Tax Data

Enter total number of allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status Single Married

If married filing separately, check here and attach Form 1041 for "Married, but withheld as higher Single rate."

Check here if your full-time status has changed since your last security card. You must call 1-800-755-5273 for a new card.

Claim Exemption

Enter exemption from withholding for the year and verify that none of the following conditions for exemption:

Exemption Conditions

- * Last year I had a right to claim a refund of all Federal income tax withheld because I was not tax liable.
- The year I started to work at this Federal agency the withheld amount exceeded my base pay liability.

Check this box if you meet both conditions to claim exempt status.

Under penalty of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.