

# ESS: Printing an Earnings Statement

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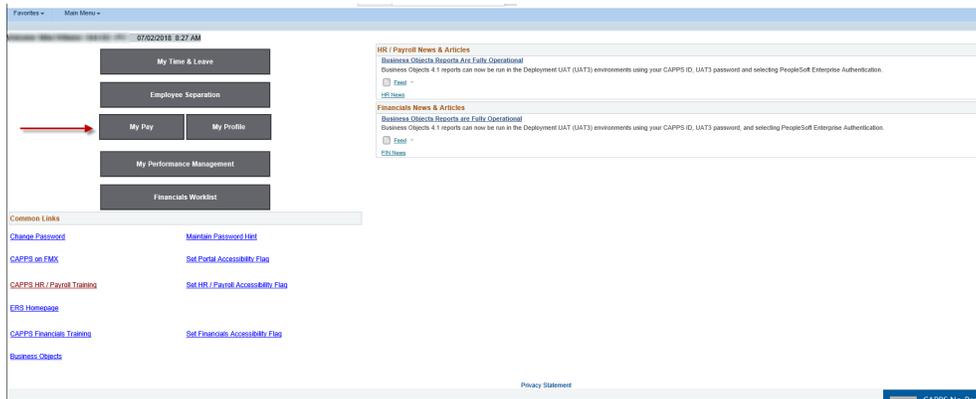
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## Introduction

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.



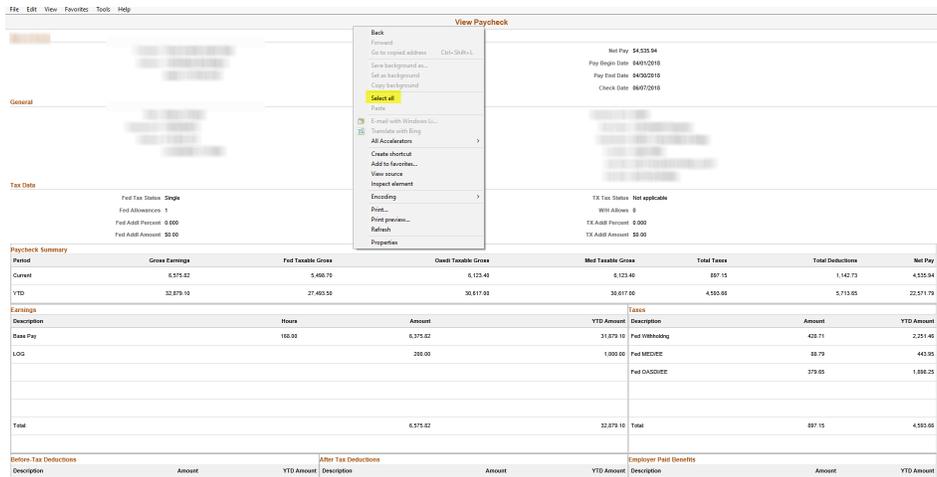
3. The Payroll navigation page defaults to the list of Paychecks.



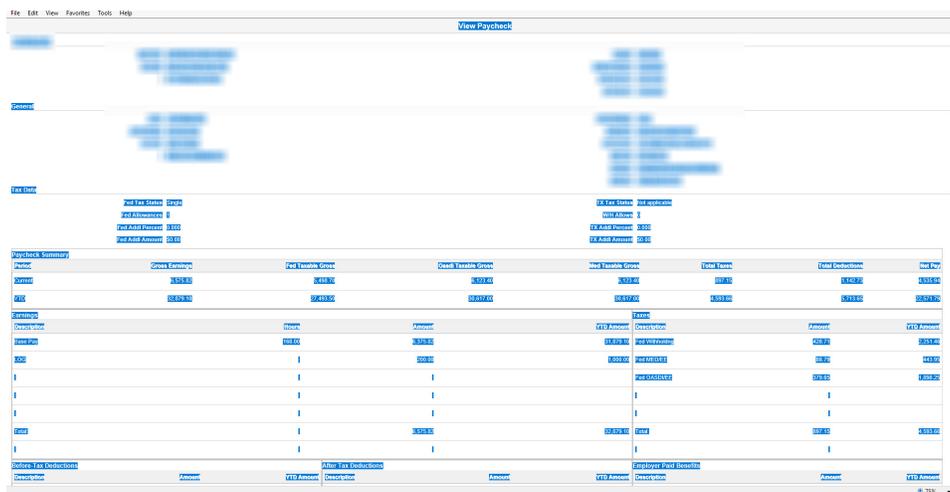
4. Select the Paycheck to print and press Enter. This will launch the paycheck in another window.



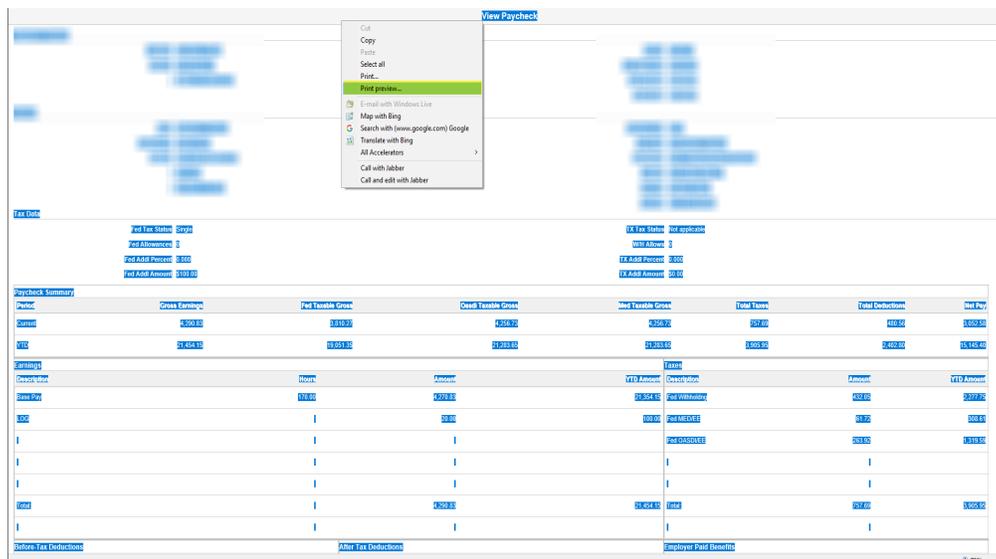
- Right-click mouse anywhere on the View Paycheck page and choose "Select All" from the menu.



All fields will be selected or highlighted on the paycheck

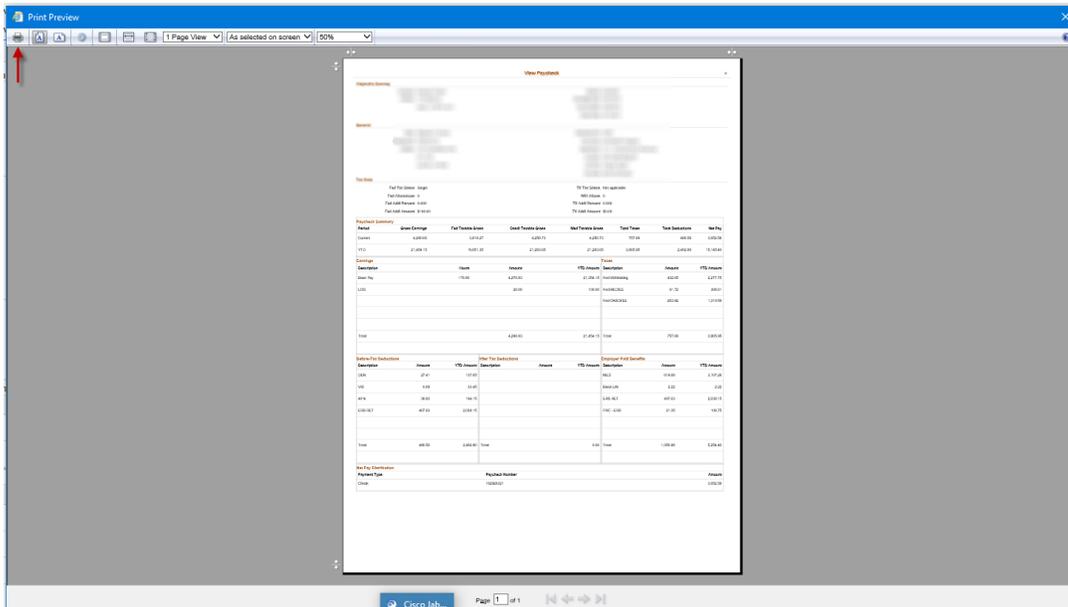


- After all the fields are highlighted, right-click mouse again anywhere on the View Paycheck page and select "Print Preview" from the menu. This will launch another window with the paycheck you selected.





- 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.

