How to View and Print Your Pay Advice

1. Navigate to: Self Service > Payroll and Compensation > View Pay Advice

Your latest pay advice will display after you finish the navigation. If you would like to view your paycheck for a different date, follow steps 2-4. To print your pay advice follow steps 5-11.

2. Click the View a Different Paycheck link to view a different paycheck.

3. Click the Search button for a list of Pay Period End Dates.

4. Select the Pay Period End Date you wish to view.
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5. Click the View Printable Version link to print the pay advice. The printable version will display in a new window.

6. On your browser menu bar, go to “Tools”, then down to “Internet Options...” and click.

7. In the Internet Options box, select the “Advanced” tab.

8. Scroll down to the Printing options. To print the background of the pay advice make sure the box is checked. Click “OK”.

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9. On your browser menu bar go to “File”, then down to “Page Setup...” then click on it.

10. In Page Setup box, set the Margins as shown below. Click “OK”.

11. To print the pay advice select File and Print, Ctrl+P, or click .