



PEOPLESOFT EMPLOYEE SYSTEM Printing View PayCheck

PeopleSoft, Version 8.9, enables employees to view personnel information and payroll information.

In order to access your personal information on-line, you must have a PeopleSoft account established at Clarkson. This is automatically created for new employees. Contact the HelpDesk in OIT, second floor of the ERC if you are unsure of your User ID, password, or are having other problems logging in. You can also reach them by phone (315-268-4357; xHELP) or email at HelpDesk@clarkson.edu.

Log-in to PeopleSoft

You will log-in to PeopleSoft as you have in the past. From Clarkson's home page --<http://www.clarkson.edu> -- then Faculty and Staff, then PeopleSoft. Or you can go there directly: <http://www.clarkson.edu/peoplesoft.html>. The password is tied to your Active Directory password (AD), so you will use the same password that you do for your desktop log-in. Your PeopleSoft password will change when you change your AD password.

Printing View Paycheck

Click Self Service > Payroll and Compensation > View Paycheck

The screenshot shows the PeopleSoft interface. At the top left is the Clarkson logo. In the top right corner, there are links for "Change Password", "Add to Favorites", and "Sign out". A "Menu" dropdown is open on the left, showing "My Favorites", "Self Service", "Personal Information", and "Payroll and Compensation" (which is expanded to show "View Paycheck" and "W-4 Tax Information"). The main content area has a breadcrumb trail: "Main Menu > Self Service > Payroll and Compensation". Below this, the heading "Payroll and Compensation" is followed by the instruction: "Review your pay and compensation history. Update your direct deposit and other deduction or contribution information." There are two main options: "View Paycheck" (with a document icon) and "W-4 Tax Information" (with a document icon). The "View Paycheck" option includes the subtext "Review current and prior paychecks." and the "W-4 Tax Information" option includes "Review or change your W-4 information."

This view will bring you to the most recent paycheck details with the functionality of viewing prior paycheck information. To print prior paycheck information click on view a different paycheck and choose the paycheck view you would like to print.

View Paycheck

Clarkson Employee

Company:
Clarkson University

Address:
8 Clarkson Avenue
Potsdam, NY 13699

Net Pay:
Pay Begin Date: 04/06/2008
Pay End Date: 04/19/2008
Check Date: 04/25/2008

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name: Business Unit:
Employee ID: Pay Group:
Address: Department:
Location:
Job Title:
Pay Rate:

To see information on past paychecks, click on this link.

View Paycheck

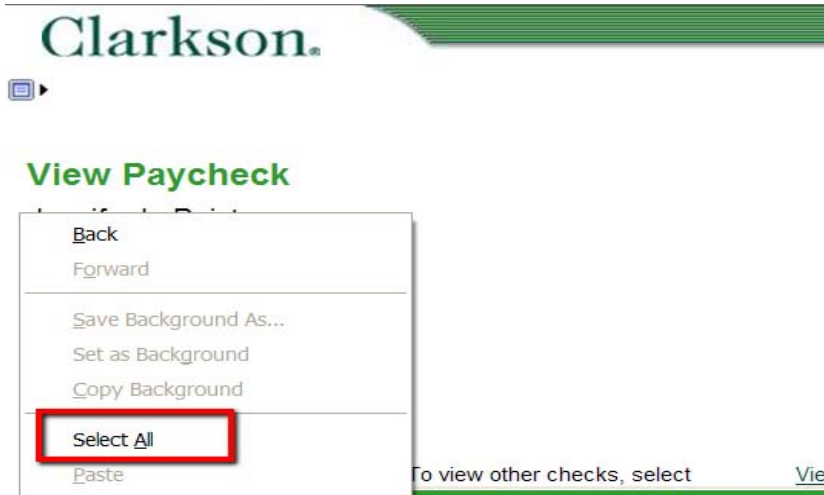
Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection

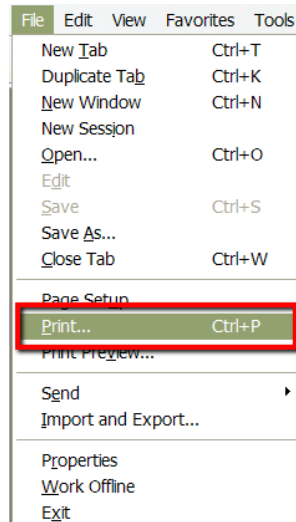
<u>Pay Period End Date</u>	<u>Company</u>	<u>Net Pay</u>
2008-04-19	Clarkson University	
2008-04-05	Clarkson University	
2008-03-22	Clarkson University	
2008-03-08	Clarkson University	
2008-02-23	Clarkson University	
2008-02-09	Clarkson University	
2008-01-26	Clarkson University	
2008-01-12	Clarkson University	
2007-12-29	Clarkson University	

Once you have the paycheck that you would like to print:
(Mozilla Firefox users, go to page 4 for instructions)

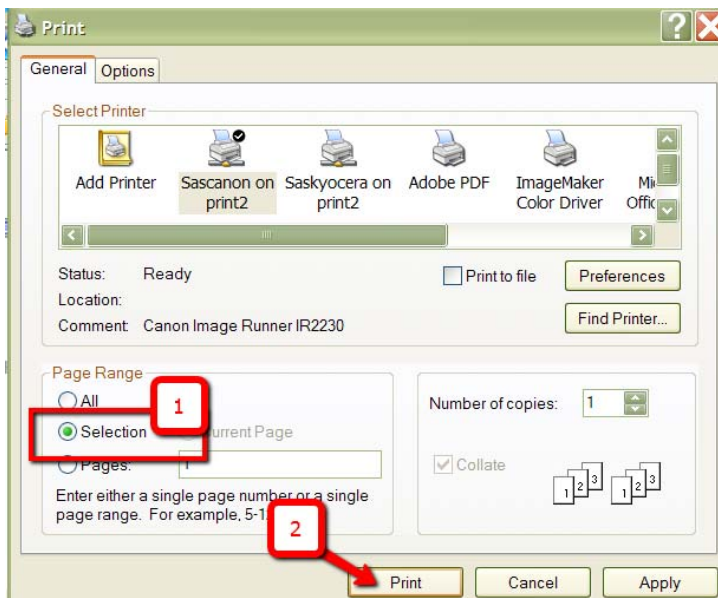
Step 1: RIGHT click on the screen (by your name) and choose “SELECT ALL” – this should highlight your entire paycheck.



Step 2: Then, from the “FILE” menu, choose “PRINT”



Step 3: In the box that opens up, pick your printer, choose “selection” and then click “print”



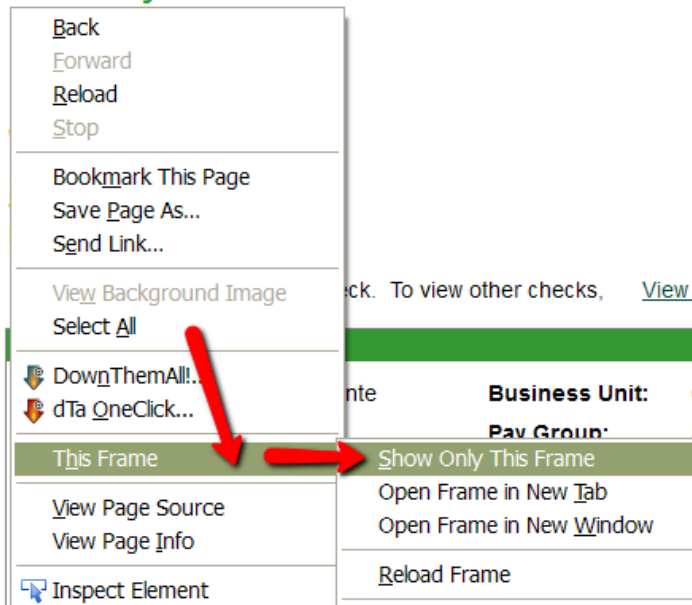


Printing from Mozilla Firefox

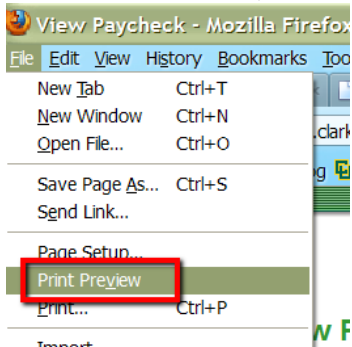
Once you have the paycheck that you would like to print:

Step 1: RIGHT click on the screen (by your name) and choose “THIS FRAME” and then “SHOW ONLY THIS FRAME”

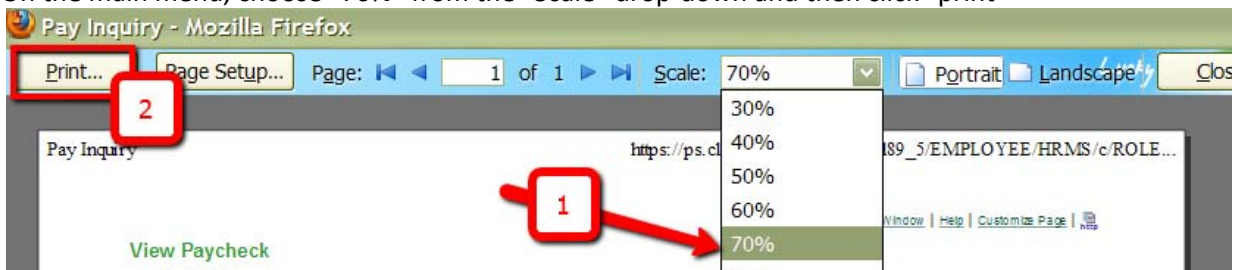
View Paycheck



Step 2: From the “File” menu, choose “PRINT PREVIEW”



Step 3: On the main menu, choose “70%” from the “Scale” drop-down and then click “print”



Step 4: Click “close” once you are finished.