



PEOPLESOFT EMPLOYEE SYSTEM Printing View Paycheck

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

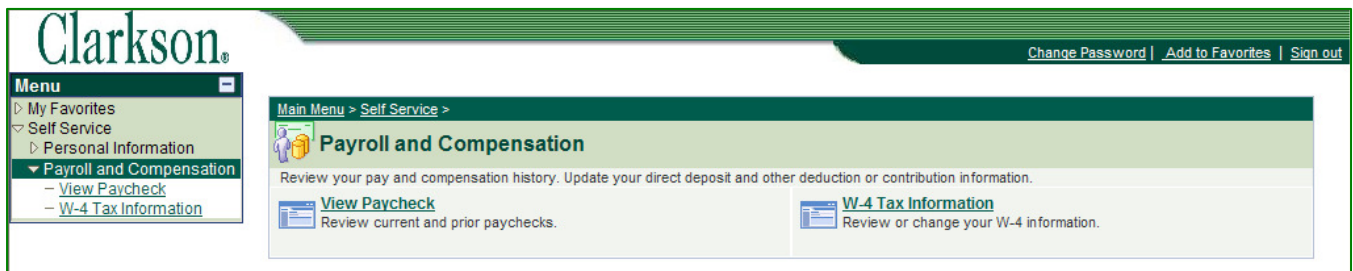
In order to access your personal information on-line, you must have a PeopleSoft account established at Clarkson. This is automatically created for new employees. Contact the HelpDesk in OIT, second floor of the ERC if you are unsure of your User ID, password, or are having other problems logging in. 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



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.

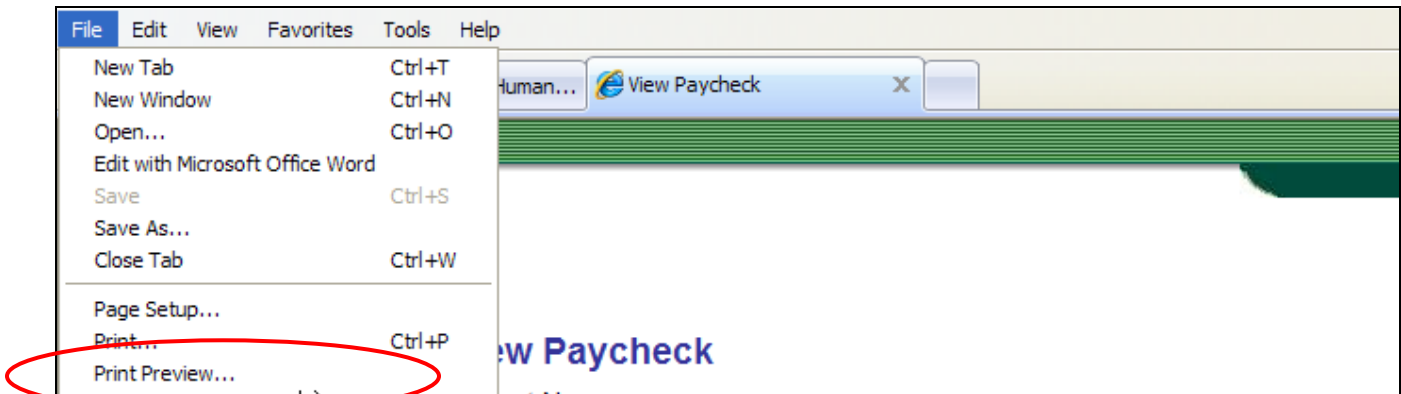
View Paycheck

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

Paycheck Selection

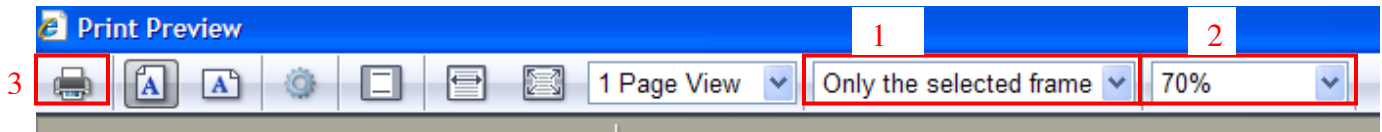
<u>Pay Period End Date</u>	<u>Company</u>	<u>Net Pay</u>
2008-04-19	Clarkson University	
2008-04-05	Clarkson University	
2008-03-22	Clarkson University	
2008-03-08	Clarkson University	
2008-02-23	Clarkson University	
2008-02-09	Clarkson University	
2008-01-26	Clarkson University	
2008-01-12	Clarkson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

Once you have the paycheck view up you would like to print. **On the Toolbar click FILE then choose Print Preview:**



This opens up the Print Preview window with your paycheck view you are printing. In order to have your paycheck view fit on one piece of paper, please do the following steps:

- Step 1 Choose the option "Only the selected frame" from the drop down menu.
- Step 2 Choose 70% on the drop down menu.
- Step 3 Click the printer icon to print



The Print screen will come up – choose your printer and hit Print.

