

Printing the Online Pay Statement using Internet Explorer Version 7

Users with Internet Explorer Browser version 7 can use the instructions below to print the pay statement. Your pay statement will **not** fit on one piece of paper.

Log into your Employee Self Service Account.

Click on the left menu “**Employee Self Service**”

The Employee Self Service page will be displayed

Click “**View Paycheck**”

Once your online pay statement is displayed:

- 1: **Please make sure you know the location of the printer the PC will print to**
- 2: Click on the browser menu where it says ‘**File**’
- 3: Select ‘**print preview**’ Print Preview page will be displayed. The correct settings are highlighted below. (*For Internet Explorer V 7.x Windows Vista*)



Once your settings are selected, click the printer icon in the left corner and the pages you have displayed will print.

Printing the Online Pay Statement using Internet Explorer Version 8

TO QUICKLY PRINT WITH INTERNET EXPLORER 8

Log into your Employee Self Service Account.

Click on the left menu “**Employee Self Service**”

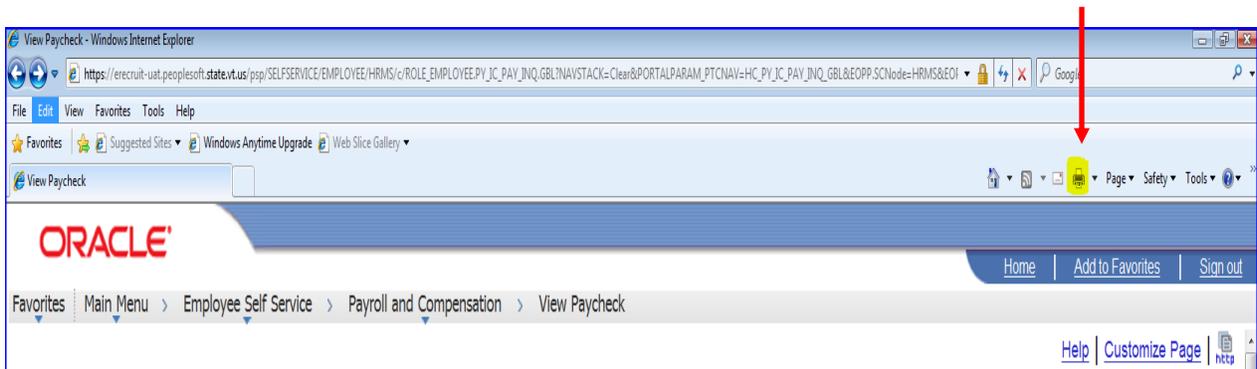
The Employee Self Service page will be displayed

Click “**View Paycheck**”

Once your online pay statement is displayed:

1: Please make sure you know the location of the printer the PC will print to

2: Click the printer icon on the right side of the browser



Alternate method to print your pay statement:

- Click on the browser where it says “**Edit**”, then
- Click “**Select All**” then
- Click on the browser where it says “**File**” then
- Click “**Print...**”

If you experience issues printing, please contact the Department of Human Resources Employee Support Center by calling (802) 828-0407 press 1 at the Options menu then press 1 at the secondary menu options, or your local IT support.