

How to Setup Your Pay Statement Print Option



1. Navigate to: *Self Service > Payroll and Compensation > Direct Deposit*

2. Click the **Pay Statement Print Option** link to setup your print option.

Direct Deposit

SAMPLE

Review, add or update your direct deposit information.

Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Checking			Balance		999	Edit	Delete

[Add Account](#) **2** [Pay Statement Print Option](#)

3. Select either **Print** or **Do not print** option. Click **Save**.

Direct Deposit

Pay Statement Print Option

3 Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

Print and distribute a paper copy of my direct deposit pay statement

Do not print and distribute a paper copy of my direct deposit pay statement

[Save](#) **3**

[Return to Direct Deposit](#)

Note: Once the selection has been made it will remain in effect until you change it.

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Direct Deposit

Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

4

4. You will receive a **Save Confirmation** message. Click **OK**. Save is confirmed.

Note: To change your **Pay Statement Print Option** navigate to the **Direct Deposit** page shown on Step 1.