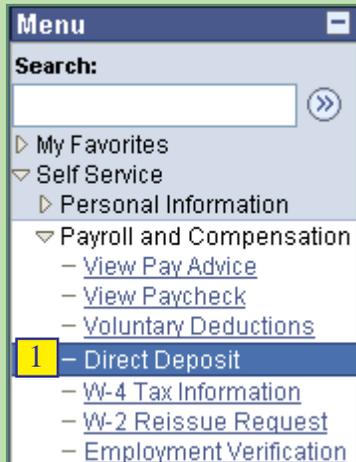


How to Setup Your Pay Statement Print Option



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.

How to Setup Your Pay Statement Print Option

Direct Deposit

Save Confirmation



The Save was successful.

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

OK

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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.