

UPDATE

Print Your Paycheck

Log in to PeopleSoft by typing catalyst.uvm.edu into your browser's address bar. Enter your UVM Net ID and Password and click on "Sign In". Click on "Self-Service" in the PeopleSoft menu, then select "View Paycheck" under "Payroll & Compensation". Once you can see your paycheck on screen, follow the steps below to print out your paycheck.

If you use Mozilla as your Internet browser...

1. Minimize the PeopleSoft Menu by clicking on the minus sign in the Menu (not on your browser).
2. Click anywhere in the screen.
3. Click on File>Print Preview.
4. Click on Page Setup and make sure that the "Shrink to fit page width" box is NOT checked and that your orientation is set to "Portrait".
5. Click on the "Margins & Header/Footer" tab.
6. Your margins will depend upon your printer. However, you can set all four margins to 0 and they will default to your printer's minimum setting. You can adjust your margins to display your paycheck so that it is reader-friendly and does not cut off any information.
7. Select "- blank- -" in all six boxes under the "Headers & Footers" section.
8. Use legal size paper to fit the entire paycheck on one sheet or letter size to print the paycheck on two sheets.

Note: If you are printing on letter size paper the print preview will show as page 1 of 1 and will cut off the bottom of the paycheck. When you actually print the paycheck it will print all of the information on two pages.

If you use Internet Explorer as your Internet browser...

1. Minimize the PeopleSoft Menu by clicking on the minus sign in the Menu (not on your browser).
2. Click anywhere in the screen.
3. Click on File>Print Preview.
4. Select "Only the selected frame" from the drop down box.
5. Click on the Page Setup icon located next to the print button (or use the command Alt+U).
6. Select your paper size (Legal for one page, Letter for two)
7. Delete the text from the Header and Footer fields, these must be blank.
8. Be sure that the orientation is set to "Portrait"
9. Your margins will depend upon your printer. However, you can set all four margins to 0 and they will default to your printer's minimum setting. You can adjust your margins to display your paycheck so that it is reader-friendly and does not cut off any information.

For more information call Eric Hoefel - 656-4093