

Employee Self Service

Paycheck View

Human Resource Information System (HRIS)

Step	Action
1.	Click the Employee Self-Service link
2.	Click the Payroll and Compensation link
3.	Enter your ASU RITE ID and click the Login button.
4.	Click the View Paycheck button.
5.	Click the Date button. It is automatically going to display your most current paycheck.
6.	NOTE: You can view other paychecks by clicking on the View a Different Paycheck link.

Step	Action
	To print paystubs in Internet Explorer 7 in Windows
1.	Go to the PeopleSoft Payroll and Compensation page <https://www.asu.edu/go/payrollandcompensation> and click "View Paycheck"(login required).
2.	Click the date for the paycheck you wish to view.
3.	To print, click the "Printer-Friendly" link on the paycheck page and select "Print Preview" in the IE7 toolbar under the printer icon.
4.	On the preview page, click the header/footer tool in the toolbar and turn headers and footers off.
5.	Select "one page view", "Only the selected frame" and "Shrink To Fit".
6.	Then click the printer on the left side of the toolbar to print.
	<i><FAQ originally contributed by Jeff Backe, 9/26/07></i>

Step	Action
	To print paystubs in Firefox Version 2 in Windows
1.	Firefox may not allow printing on 1 page.
2.	There is an enhancement coming in October 2007 to allow print scaling.
3.	Go to the PeopleSoft Payroll and Compensation page <https://www.asu.edu/go/payrollandcompensation> and click "View Paycheck"(login required). Click the date for the paycheck you wish to view
4.	In the paycheck view Frame right click and select: "This Frame" then select "Open Frame in New Window"
5.	Now select in the firefox toolbar "File" then select "Print Preview" Click here to continue
6.	This brings us to the end of the information about viewing your paycheck.