

Payslips: Print, Save, & Email

Overview

- The Payslip PDF file can be Printed or Saved for future reference. In this tutorial, we'll show you the steps to complete these tasks.
- Recommendations regarding emailing Payslips will also be addressed.

Navigation

- Enter the web address: **hrss.siu.edu**
- Login to your Personal Home Page.
- From your Home Page Main Menu:
 - Select your "**...Employee Online Services**" responsibility.
 - Then, select the **Payslip** function.

Print

NOTE: You CANNOT use your Internet Browser's print options to print Payslips. The Payslip will be blank.

- To **Print** the Payslip PDF file, click the **Printer** icon on the PDF Toolbar.
 - If the PDF Toolbar does not automatically appear above the Payslip, press the F8 function key on your keyboard to activate it. Or, mouse over the bottom of the screen until a grey PDF options box appears and then click the Printer icon in the PDF options box.
- A **Printer** dialog window displays, based on your default printer settings.
- Make any necessary changes.
- Click **OK** to print.

Save

- To **Save** your Payslip, you will click the **Save** icon on the PDF Toolbar. (Activate the Toolbar, if necessary.)
- When the **Save a Copy...** window opens:
- Use the **Save in:** field to select a proper location for the file you are saving.
- Click the **Down Arrow** to the right of the field and select a location, e.g. Desktop, Flash Drive, etc.
- Click in the **File name:** field, press the Backspace key on your keyboard to erase the field contents. Type a unique **NAME** for the File.
- In the **Save as type:** field, the default is *Adobe PDF files (*.pdf)*; you will ACCEPT this default type.
- To complete the process, click **Save**.

Email

- At this time, clicking the **Email** icon on the PDF Toolbar produces an error, "*Acrobat is unable to connect to your e-mail program*". Click **OK** to close the message.
- Due to the possibility of third-party interception of your personal information, it is recommended that you **NOT** email your Payslips.

Exit and Logout

- When finished, click **Home** to exit "Employee Online Services".
- From your Home Page, click **Logout** to exit the system.