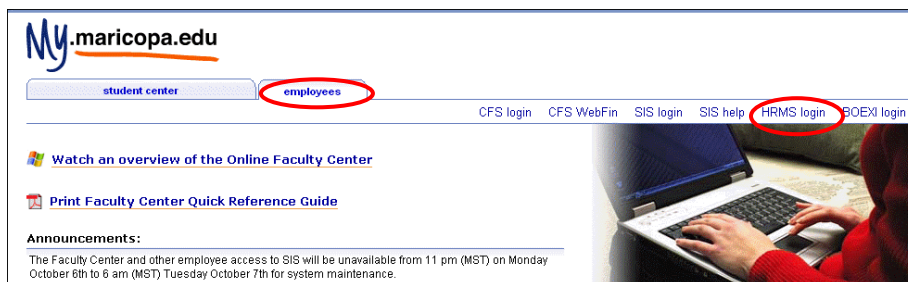


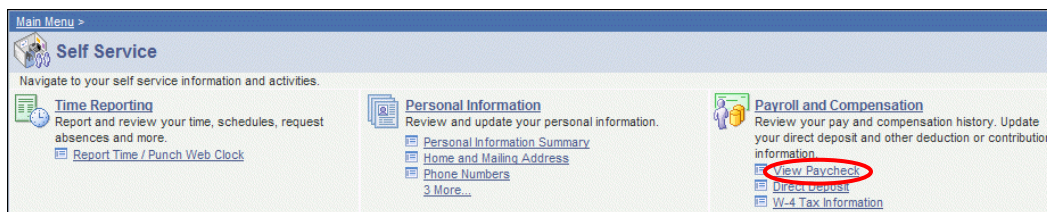
## Print Your Pay Advice From HRMS

The District no longer prints pay advices for Direct Deposits. Instead, all employees can view and print their pay advices online using any internet connection and printer.


1. Start Internet Explorer. (These instructions are written for IE 7.)
2. In the address field, enter [www.my.maricopa.edu](http://www.my.maricopa.edu).



3. Click the Employees tab.
4. Click the HRMS link.
5. Enter your Maricopa Enterprise ID (MEID) and your memo password; and press Enter.
6. On the HRMS menu, click Self Service.
7. Over to the right, under Payroll and Compensation, click View Paycheck.

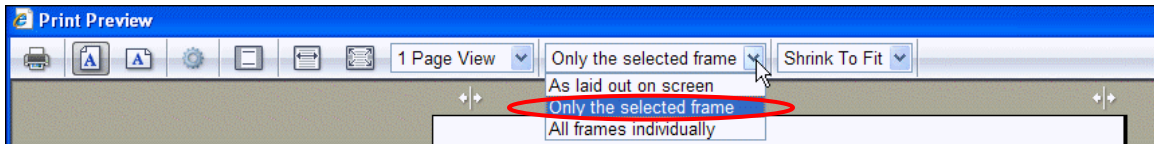


Your pay advice displays:

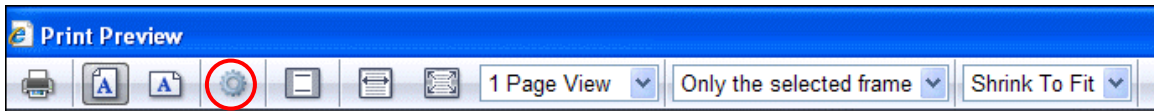
| View Paycheck  |  |
|--|--|
| Jane Doe   |  |
|   |  |
| <b>Company:</b><br>Maricopa Community Colleges<br><b>Address:</b><br>2411 W 14th Street<br>Tempe, AZ 852816942                     | <b>Net Pay:</b> \$ XXXX<br><b>Pay Begin Date:</b> 11/29/2008<br><b>Pay End Date:</b> 12/12/2008<br><b>Check Date:</b> 12/19/2008   |
| Reserved for Payroll PRD. <a href="#">View a Different Paycheck</a>  |  |
| <b>General</b>   |  |
| <b>Name:</b> Jane Doe<br><b>Employee ID:</b> 12345678<br><b>Address:</b> 123 Anywhere<br>City, AZ 85123                            | <b>Business Unit:</b> MCD00<br><b>Pay Group:</b> Maricopa Community Colleges<br><b>Department:</b> 700-151040 - Empl & Org Develo<br><b>Location:</b> District Support Services Cntr<br><b>Job Title:</b> Mgr Technology Training<br><b>Pay Rate:</b> \$ XXXX Biweekly |
| <b>Tax Data</b>  |  |
| <b>Fed Marital Status:</b> Married<br><b>Fed Allowances:</b> 2<br><b>Fed Adll Percent:</b> 0.000<br><b>Fed Adll Amount:</b> \$0.00 | <b>AZ Marital Status:</b><br><b>AZ Withholding:</b> % of Federal<br><b>AZ Adll Percent:</b> 0.000<br><b>AZ Adll Amount:</b> \$0.00   |



8. Click anywhere on your pay advice. (This makes your check the current frame.)
9. From the File menu, select Print Preview.
10. From the Print Preview toolbar, select Only the Selected Frame.

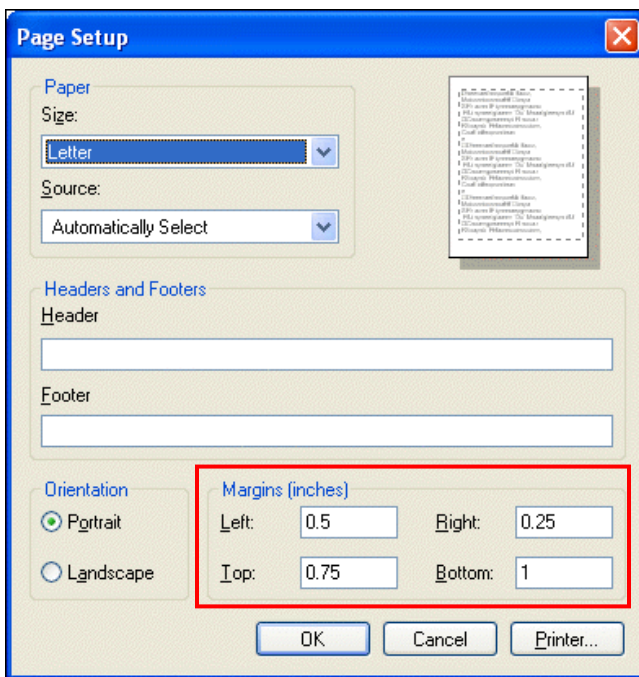


11. To change the margins, from the Print Preview toolbar, select the Page Setup icon.

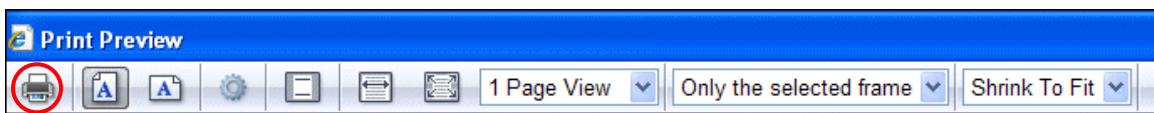


12. In the Page Setup window, enter the following margins:

Left: .5                      Right: .25  
Top: .75                      Bottom: 1.



13. Click OK.
14. From the Print Preview toolbar, select the Print icon.



15. In the Print Window, click Print.

- Your pay advice will print on two pages.

