

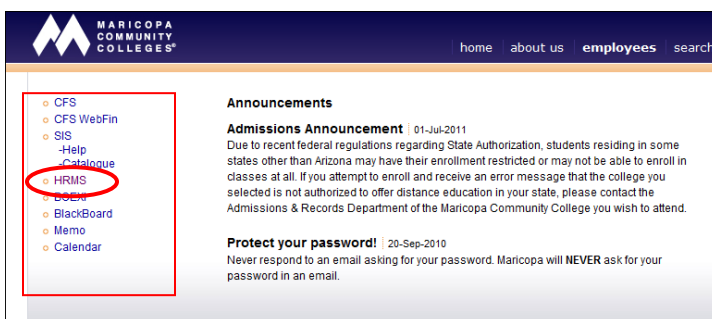
## Print Your Pay Advice From HRMS

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 Internet Explorer 9.)
2. In the address field, enter [www.maricopa.edu/employees](http://www.maricopa.edu/employees).
3. Click the Login button.



4. Click the HRMS link on the left side of the display.



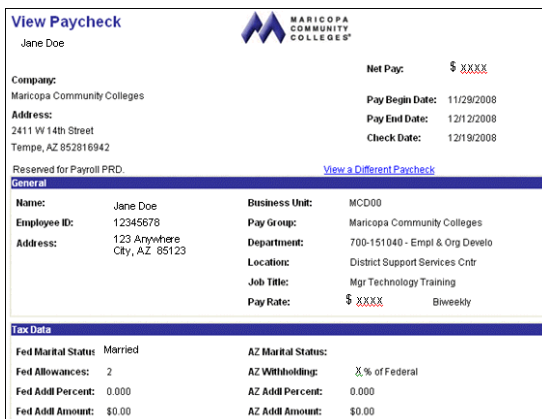
5. Enter your Maricopa Enterprise ID (MEID) and your memo password; and press Enter.

- To look up your MEID, [click here](#).

6. On the HRMS menu, follow this path:

Self Service > Payroll and Compensation > View Paycheck.

- Your pay advice displays:

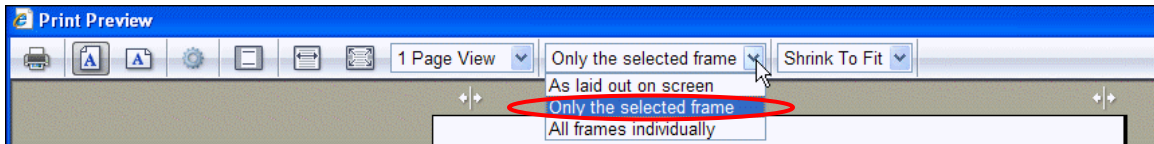


View Paycheck		MARICOPA COMMUNITY COLLEGES	
Jane Doe		Net Pay:	\$ XXXX
Company:	Maricopa Community Colleges	Pay Begin Date:	11/29/2008
Address:	2411 W 14th Street Tempe, AZ 852816942	Pay End Date:	12/12/2008
		Check Date:	12/19/2008
Reserved for Payroll PRD. <a href="#">View a Different Paycheck</a>			
General			
Name:	Jane Doe	Business Unit:	MCD00
Employee ID:	12345678	Pay Group:	Maricopa Community Colleges
Address:	123 Anywhere City, AZ 85123	Department:	700-151040 - Empl & Org Develo
		Location:	District Support Services Cntr
		Job Title:	Mgr Technology Training
		Pay Rate:	\$ XXXX Biweekly
Tax Data			
Fed Marital Status:	Married	AZ Marital Status:	
Fed Allowances:	2	AZ Withholding:	¾ % of Federal
Fed Addl Percent:	0.000	AZ Addl Percent:	0.000
Fed Addl Amount:	\$0.00	AZ Addl Amount:	\$0.00

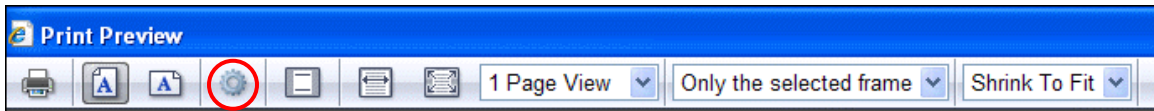
7. Click anywhere on your pay advice. (This makes your check the current frame.)



- From the File menu, select Print Preview.
- On the Print Preview toolbar, select Only the Selected Frame:

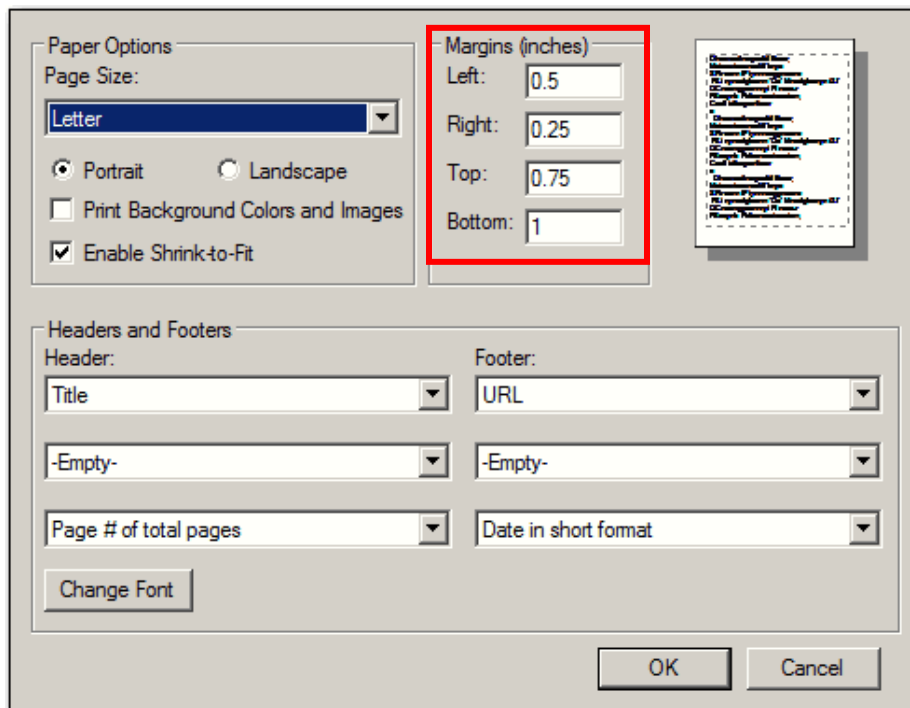


- To change the margins, select the Page Setup icon:

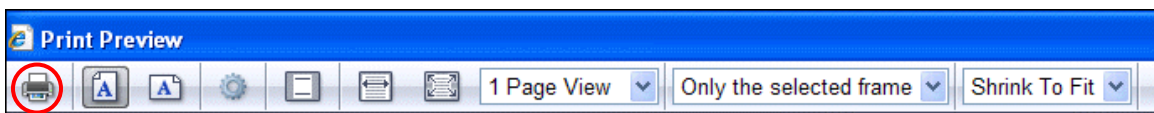


- In the Page Setup window, enter the following margins:

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



- Click OK.
- From the Print Preview toolbar, select the Print icon.



- In the Print Window, click Print.
  - Your pay advice will print on two pages.

