PeopleSoft 8.8 Quick Reference Guide:
Payroll and Compensation

Viewing Payroll Information
1. From the left-hand navigation menu, select Employee Self Service.
2. Select Payroll and Compensation.
3. Select View Paycheck.
The Payroll Information page appears. This page will reflect the most current pay information.

Printing Payroll Information
1. To print a copy of this information, click the blue underlined hyperlink on the upper right side Printer Friendly Version.

In the upper right corner of the screen the word “Processing” will flash. PeopleSoft will open an Adobe window with a message “Generating Printer Friendly Version.” Your pay information will appear in Adobe.

2. Once you print, click the in the upper right corner to close Adobe and return to the Payroll Information page.

Viewing Past Payroll Information
1. To view past payroll information, click the blue underlined hyperlink on the upper right side View a Different Payment.
The Payroll Information page will appear.

<table>
<thead>
<tr>
<th>Pay Check Selection</th>
<th>Company</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-09-19</td>
<td>Case Western Reserve</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>2004-08-31</td>
<td>Case Western Reserve</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>2004-07-15</td>
<td>Case Western Reserve</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

2. To view the pay information, click on the blue underlined hyperlink in the “Pay Period End Date” column.

You will be able to view payroll information from January 2005 forward; information prior to January 2005 will not be available through PeopleSoft.
Viewing Direct Deposit Information

1. From the left-hand navigation menu, select Payroll and Compensation.
2. Select Direct Deposit.
   The Direct Deposit page will appear.

   This screen will allow you to view the account(s) into which your pay is deposited.

   If changes need to be made, please contact the Payroll Department at 368-4290.

Requesting a W-2 Reissue

1. From the left-hand navigation menu, select Payroll and Compensation.
2. Select W-2 Reissue Request.
   The W-2 Reissue Request page will appear.

   This screen will allow you to view the information recorded on your W-4 form, including home address, tax data, and claimed exemptions.

   If changes need to be made, please contact the Payroll Department at 368-4290.