

## Print Paycheck FAQs

Log into your employee self-service account and select the 'View Paycheck' tile

- Click on any of the following for the check you would like to review/print:
  - Check Date
  - Pay Begin Date/Pay End Date
  - Net Pay
  - Paycheck Number
  - Greater Than Button (>)
- Verify the Shrink-to-Fit option is enabled
  - While viewing the paycheck, click **FILE** on the menu bar in the upper left-hand side of the screen and select **Page Setup** from the menu displayed
  - Check **ON** the box by **Enable Shrink-to-Fit**, and click **OK**

The browser print feature is not supported by the SHARP product, so using it as you normally would may or may not work with your browser. Some workarounds are as follows:

### Internet Explorer (IE)

- Right mouse click on the paycheck page and select **Select All**
- Click **File** on the menu bar in the upper left-hand side of the screen and select **Print Preview**
- On the menu bar, the recommended settings are: **1 Page View; As selected on screen; and Shrink To Fit**
- Click the print icon and print

### Firefox

- Right mouse click on the paycheck page and select **This Frame**, then **Print Frame**

### Safari on MacOS X

- Control/Click on the paycheck page and select **Open Frame in New Window** or **Open Frame in New Tab**
- Print normally.