## University of Houston Z Clear Lake

## **How to Print Paychecks**

Human Resources

Go to the <u>E-Services</u> page.	Students Faculty and Staff							
1. Select P.A.S.S. or	E-Services / HRMS / PASS Login							
PeopleSoftHR.	1. Select Application <b>1</b>							
2. Login with your User ID and Password	UHCL E-Services O PeopleSoft CS O PeopleSoft HR O PeopleSoft Finar							
3. Click Sign In.	2. Sign In          User ID:       2         Password:       Sign in	}						
	▼ Employee Self Service							
4. Click the Payroll & Compensation tile.	Payroll & Compensation     Time     My Personal Info     Benefits Summary       4     ••••••••••••••••••••••••••••••••••••							
	Total Rewards FY17 Total Rewards Training Training Training Miscellaneous FY17 Total Rewards Training							
5. Click Paychecks.	Rev Paychecks 5							
	🕵 Direct Deposit							
	W-4 Tax Information							
	Section Voluntary Deductions	Voluntary Deductions						
	View W-2/W-2c Forms	Forms						
	W-2/W-2c Consent							
	Compensation History							

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<ul> <li>Previously received paychecks will load in list form.</li> <li>6. Click on the desired paycheck line.</li> <li>7. From the next screen, click Print.</li> </ul>	Check Date 03/01/2018 02/01/2018	Company UH System Consolidated UH System Consolidated	Pay Begin Date / Pay End Date 02/01/2018 01/01/2018 01/31/2018	Net Pay	Paycheck N	umber 6	>
As an added security message, employees are required to enter a password.	Passw	ord required					1
8. The password is the employee's date of birth. Enter the date of birth in MMDDYYYY format.	This do	cument is password	d protected. Please enter a p	assword.	8		
9. Click Submit. The selected paycheck will load in pdf. format and is available to print.				9	SUE	BMIT	