

Employee Self-Service – Pay Statement Print Option

You can set whether or not you will receive a printed copy of your paycheck (pay statement) when payroll funds have been deposited into your Direct Deposit account/s. This quick guide covers how to choose whether or not to receive a printed copy of your Direct Deposit Pay Statement.

Accessing the **Pay Statement Print Option** page:

- 1) In the *Menu*, navigate to *Employee Self-Service > Payroll and Compensation > Direct Deposit*

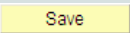


The screenshot displays the HRMS Employee Self-Service interface. On the left, a 'Menu' sidebar is shown with a red box highlighting the path: **Employee Self-Service** > **Payroll and Compensation** > **Direct Deposit**. A red arrow points from the 'Direct Deposit' link in the menu to the 'Direct Deposit' tile in the main content area. The main content area is titled 'Payroll and Compensation' and contains several tiles: 'View Paycheck', 'Check Modeling', 'W-2 Reissue', 'Direct Deposit', and 'Compensation History'. The 'Direct Deposit' tile is highlighted with a blue border and contains the text: 'Add or update your direct deposit information.'



1 To set your *Pay Statement Print Option*, on the **Direct Deposit** page select the [Pay Statement Print Option](#) link.

2 Click in the radio button next to the appropriate option.

3 Make certain to  your changes!

NOTE: The banking system requires up to 10 business days to process pre-authorizations to confirm the bank and account information. Therefore, changes/additions to direct deposit accounts may take up to 10 business days to go into effect. Amounts not direct deposited are paid by check.

Follow these steps to view your paychecks/ pay statements online:

- From the MaineStreet portal menu select *Employee Self-Service > Payroll and Compensation > View Paycheck*
- Your most recent paycheck will appear
- To view a paycheck from a prior pay period select the [View a Different Paycheck](#) link

Direct Deposit

Roberta Employee

Instructions

The University encourages employees to take advantage of a direct deposit of their paycheck into the bank accounts of their choice. Certain collective bargaining contracts require direct deposit and failure to do so could lead to disciplinary action.

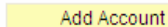
It is the employees responsibility to maintain current accurate data.

You may change your Direct Deposit information here, or contact your Human Resources Department.

Be sure to *SAVE* your changes.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	XXXXXXXXX	XXXXXXX	Percent	100%	1	Edit	Delete



1 [Pay Statement Print Option](#)


Direct Deposit

Pay Statement Print Option

Roberta Employee

Do send paper copy of Direct Deposit pay statement.

2 Do not send a paper copy of direct deposit pay statement.

3 

[Return to Direct Deposit](#)