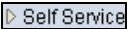



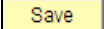



Suppress Pay Advice Printing

1.	<p>Begin by navigating to the Direct Deposit page.</p> <p>Click the Self Service link.</p> 
2.	<p>Click the Payroll and Compensation link.</p>
3.	<p>Click the Direct Deposit link.</p>
4.	<p>Click the Collapse Menu button.</p> 
5.	<p>Use the Direct Deposit page to view current direct deposit information</p>
6.	<p>It is <i>recommended, but not currently required</i>, that you opt out of requesting a printed pay advice. A benefit of the self-service functionality is the capability of viewing this information online.</p> <p>Click the Pay Statement Print Option link.</p> 
7.	<p>Click the Do not print copy of my pay advice. option.</p> 
8.	<p>Click the Save button.</p> 
9.	<p>Click the OK button.</p> 
10.	<p>Congratulations! You have successfully suppressed the printing of your pay advice. End of Procedure.</p>