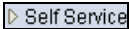



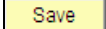



Suppress Pay Advice Printing

| | |
|-----|--|
| 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> |