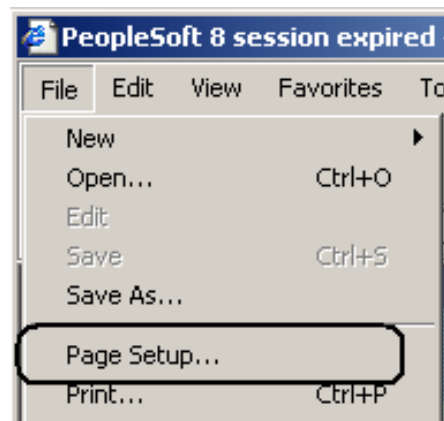


# Print Employee Self Service Data

Before printing Self Service information, reset browser margins.

1) Open browser (Internet Explorer)

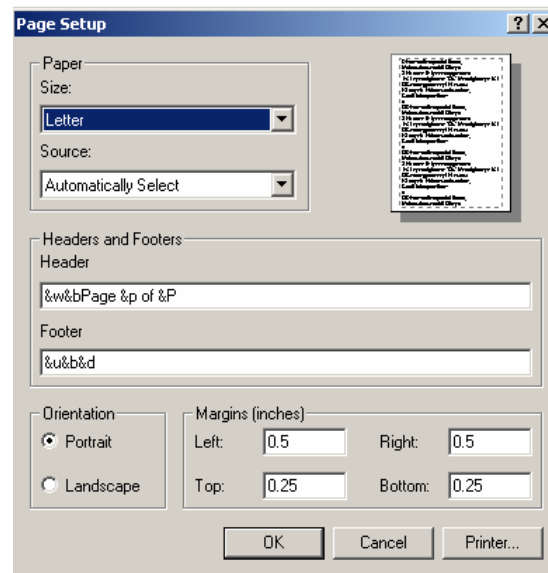
2) Select File > Page Setup



3) When Page Setup appears, adjust the margins . . .

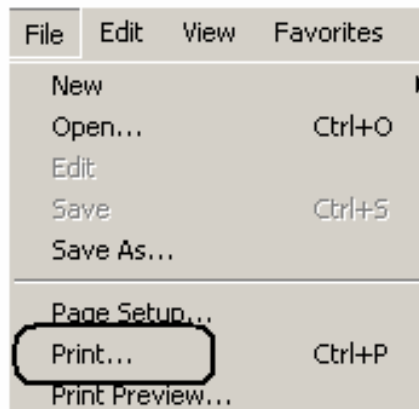
Left = 0.5 ; Right = 0.5 ; Top = 0.25 ; Bottom = 0.25

Select OK

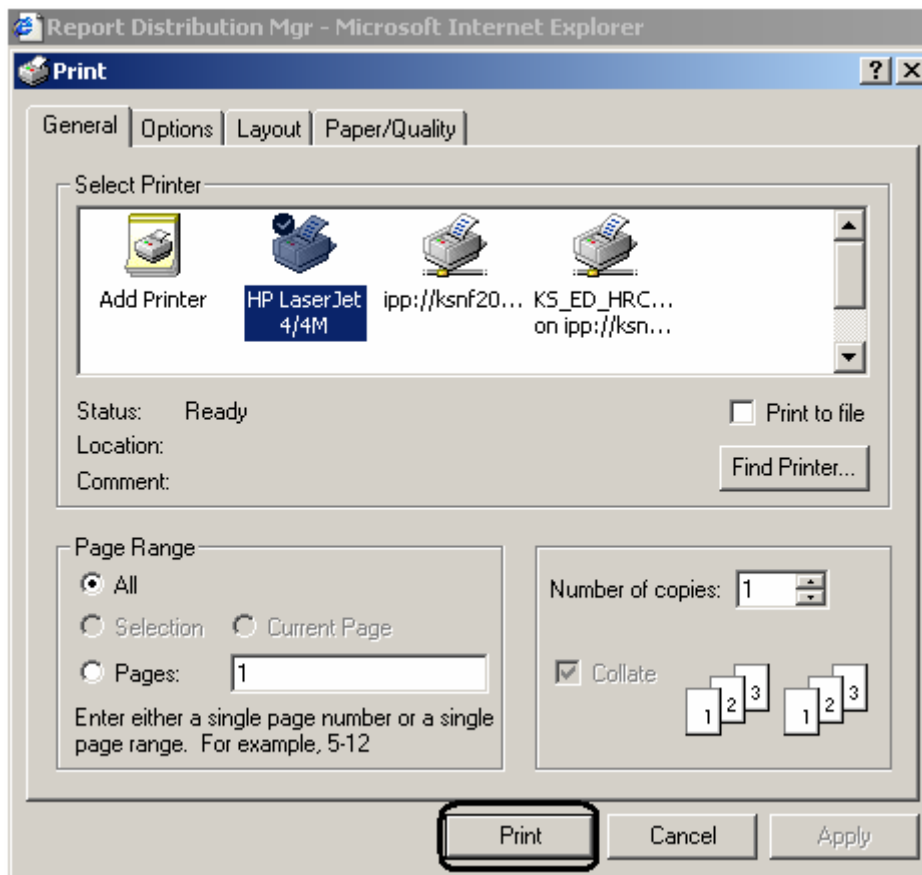


# Print Employee Self Service Data

4) Access Self Service data. To print data, select File > Print.



5) Print menu will appear. Select "Print."



Self Service pages will be sent to selected printer.