How to Stop the Printing and Mailing of Your Direct Deposit Stub

1.) Log into Employee Self Service at https://selfservice.pps.net using your PPS User ID and Password

S https://selfservice.pps.net/	
Google	
User ID and Password are required.	
User ID	
Password	
Select a Language	✓
Sign In	ORACLE
Once logged in you will see this screen and you will click	Welcome O • •
on "Direct Deposit" under the "Payroll and	PeopleSoft Employee Self Service (ESS) allows active employees access to the following:
Compensation" section like the picture to the right:	 View personal information such as home address, phone numbers, emergency contacts, email addresses, other personal information, benefits information, and dependent information. Ability to update home address, phone numbers, emergency contacts, personal email.
	allowing access to your vital information. For questions , contact the HR department at <u>hronline@pps.net</u> .
	PPS Employee Self Service C •
	Personal Information Review and update your personal information.
	 PPS Language Skills Professional Growth Report Personal Details Print Completed Evaluations

3.) That will take you to this screen pictured below where you will see your current direct deposit information and then click on where it says "Pay Statement Print Option"

Favorites 🔻	Main Menu 🔻	> Self Service 🔻	> Payroll and	Compensation	> Dire	ct Deposit			
ORAC	LE.		All - Search			>	Advanced Search		
Direct De	posit								
Review, add or	update your direct de	eposit information.							
Direct Deposit Details									
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove		
Savings			Amount		10	0	Â		
Checking			Balance of Net Pay		999	0	Î		
Pay Statement	Print Option								
Add Ac	count								
Return to Payr	roll and Compensatio	n							

4.) That will take you to this screen where you will select the radio button that says "Do not send a paper copy of direct deposit pay statement to my home address" and then click on "Submit" to save the changes.



** Once you hit "Submit" it will pop up a confirmation page that it was changed successfully And you will also get an email to your PPS email confirming the change***