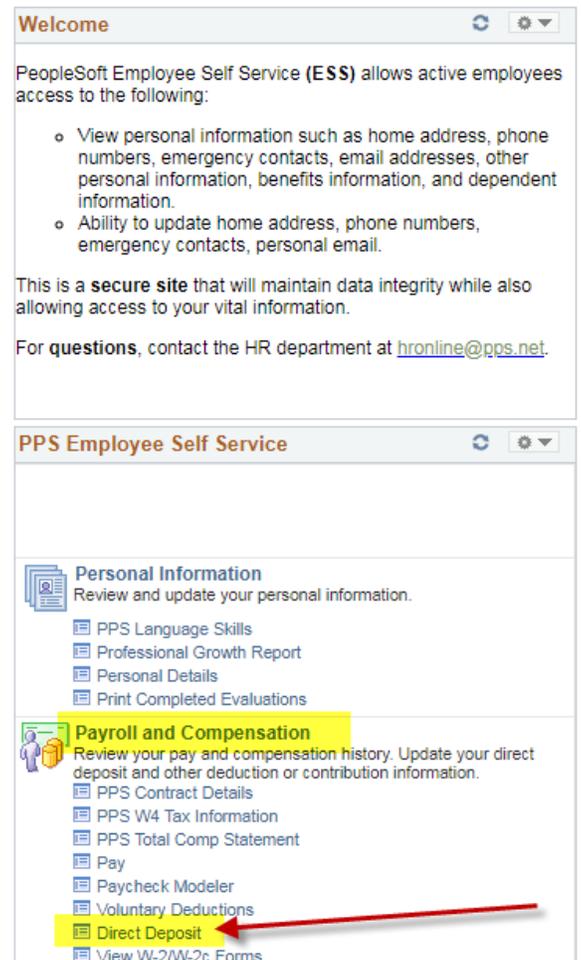


How to Stop the Printing and Mailing of Your Direct Deposit Stub

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



2.) Once logged in you will see this screen and you will click on “Direct Deposit” under the “Payroll and Compensation” section like the picture to the right:



- 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”

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	[REDACTED]	[REDACTED]	Amount	[REDACTED]	10		
Checking	[REDACTED]	[REDACTED]	Balance of Net Pay		999		

Pay Statement Print Option

Add Account

[Return to Payroll and Compensation](#)

- 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.

Direct Deposit

Pay Statement Print Option

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

Send a paper copy of direct deposit pay statement to my home address.

Do not send a paper copy of direct deposit pay statement to my home address.

Submit

[Return to Direct Deposit](#)

** 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***