How to Stop the Printing and Mailing of Your

Paper Direct Deposit Stub

1.) Access the Employee Self Service Portal at https://selfservice.pps.net, use you PPS User ID and Password to log in

2.) Click on "Direct Deposit" under the "Payroll and Compensation" link

3.) Click on "Pay Statement Print Options" link

4.) Select the radio button that says "Do not send a paper copy of direct deposit pay statement to my home address" and then click "Submit" to save changes.

More detailed instructions with panel print screens available on the Payroll Department website under Employee Resources > Employee Self Service