

You Asked, Payroll Listened!

Effective January 1 2008, you no longer receive the green “advice slip” from Payroll for your direct deposit.

- * You can view and print your payroll information from eTrac at <http://www.usc.edu/etrac>
- * **NEW: You now have the option to print your payroll information in a one-page format which looks exactly like the advice slip.**

NEW: How do I view and print my payroll information in a single-page format?

If you are not currently receiving your green advice slip, but need a duplicate check stub for any purpose (e.g. for a bank loan, employment verification purposes, etc):

Log into eTrac at <http://www.usc.edu/etrac>

Select: **“Payment Stub Inquiry”**

Select Pay Period: Use the drop down box to select the pay period. The most current check will be on top

Select: **Submit**

You will see a detail screen of all your pay information. If you press “print” on your computer, this page will print out in three to four pages.

To print in a single-page format, scroll to the bottom

Select: **Create PDF**

A new page will come up with the message: The system is generating a PDF file of your payment stub. Click on the "View Reports" link to pick up your PDF.

Select: **View Reports** (on the left hand side of the screen)

Scroll down. You will see your stub listed as “WebEMPaymentl” “Payroll Stub PDF”

Select **Box to left, e.g. Report 1**

Left Click to display and print, **Right Click** to download.

(Note: If your security is set to high on your computer, the download may be blocked. Follow your computer’s instructions on how to unblock).

Select your computers “print” command

When done, select **Return to Summary** or **Delete this Report**

Select **Exit Process**

But what if I want to continue to receive the Advice Slip?

No Problem! You can “opt in” to receive the advice slip at any time

Log into eTrac at <http://www.usc.edu/etrac>

Select **“Work Information Update”**

Scroll to the bottom of the page.

To “opt in” and continue to receive your advice slip, use the drop down box and select **“Home Department”**

Select: **Submit for Confirmation**

Select **Submit for Update**

Can I change back and forth?

You can change your preference whenever, and as many times, as you need to. For example, if you are planning on applying for a loan, you can ‘opt in’ for a payroll or two to receive the advice slip, then opt out again.

Log into eTrac at <http://www.usc.edu/etrac>

Select **“Work Information Update”**

Scroll to the bottom of the page.

To “opt in” and continue to receive your advice slip, use the drop down box and select **“Home Department”**

To “opt out” and not receive the green advice slip, use the drop down box and select **“Electronic – Not Printed”**

Select: **Submit for Confirmation**

Select **Submit for Update**

Please contact us at payroll@usc.edu if you have any questions.