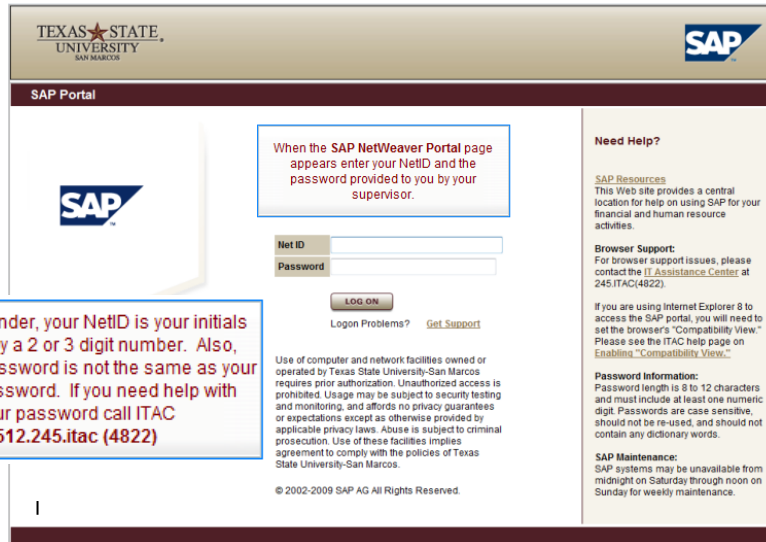


## How to View and Print an Earnings Statement

1. Log into SAP using your NetID and SAP password.



**When the SAP NetWeaver Portal page appears enter your NetID and the password provided to you by your supervisor.**

**Just a reminder, your NetID is your initials followed by a 2 or 3 digit number. Also, your SAP password is not the same as your e-mail password. If you need help with your password call ITAC 512.245.itac (4822)**

**Need Help?**

**SAP Resources**  
This Web site provides a central location for help on using SAP for your financial and human resource activities.

**Browser Support:**  
For browser support issues, please contact the IT Assistance Center at 245-ITAC(4822).

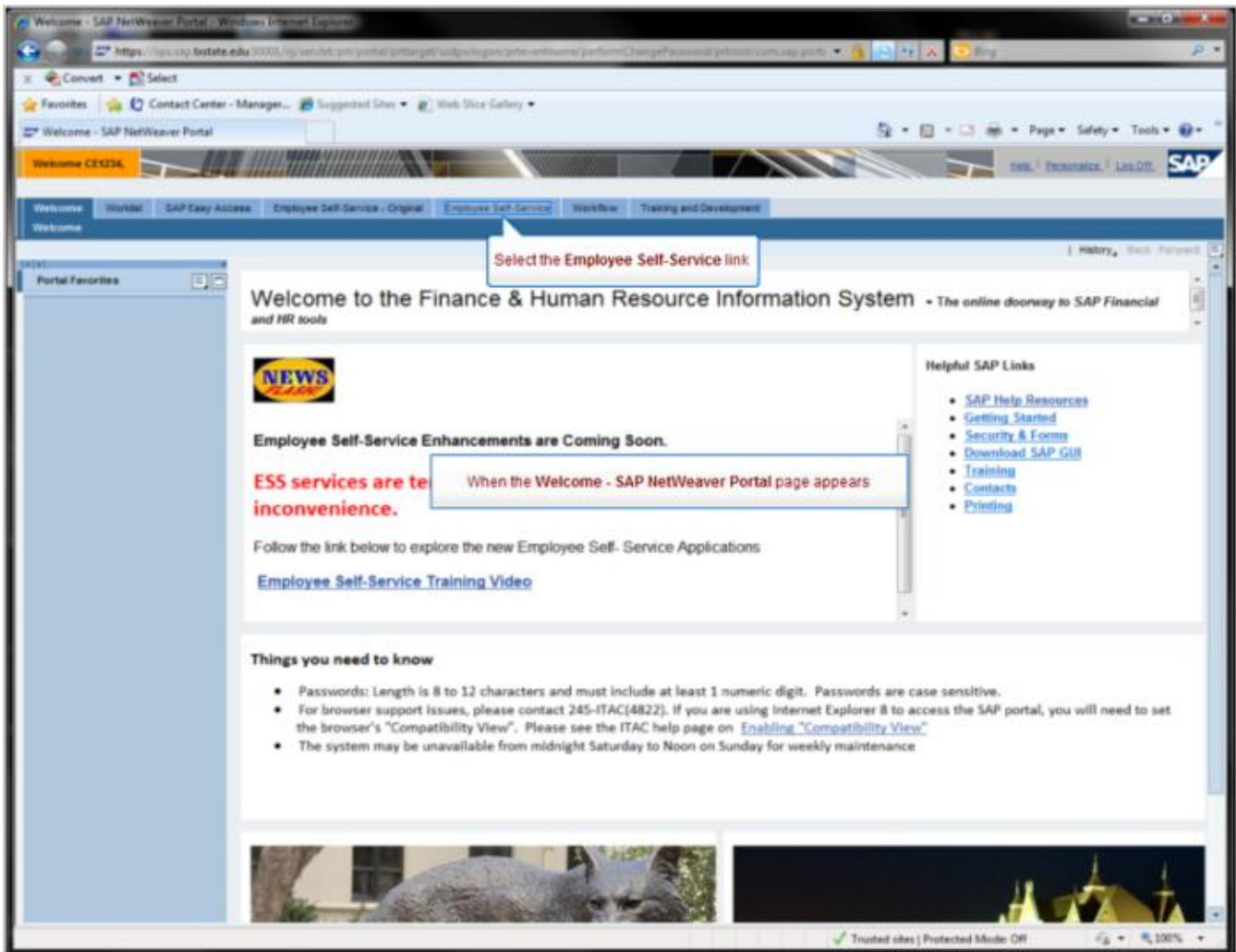
If you are using Internet Explorer 8 to access the SAP portal, you will need to set the browser's "Compatibility View". Please see the ITAC help page on [Enabling "Compatibility View"](#).

**Password Information:**  
Password length is 8 to 12 characters and must include at least one numeric digit. Passwords are case sensitive, should not be re-used, and should not contain any dictionary words.

**SAP Maintenance:**  
SAP systems may be unavailable from midnight on Saturday through noon on Sunday for weekly maintenance.

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2. Click the *Employee Self Service* tab.



**Select the Employee Self-Service link**

Welcome to the Finance & Human Resource Information System - The online doorway to SAP Financial and HR tools

**Employee Self-Service Enhancements are Coming Soon.**

**ESS services are temporarily inconvenient.**

When the Welcome - SAP NetWeaver Portal page appears

Follow the link below to explore the new Employee Self-Service Applications

[Employee Self-Service Training Video](#)

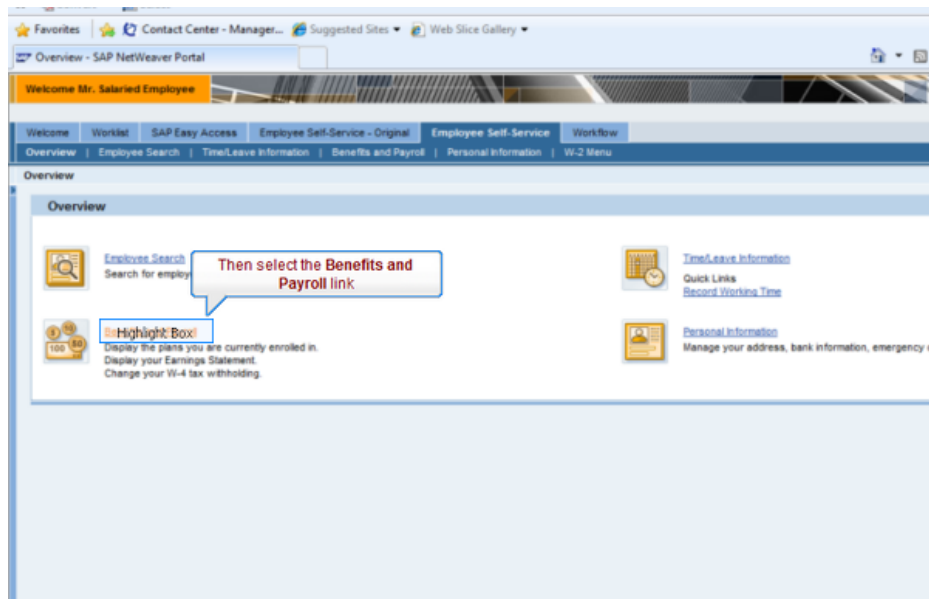
**Things you need to know**

- Passwords: Length is 8 to 12 characters and must include at least 1 numeric digit. Passwords are case sensitive.
- For browser support issues, please contact 245-ITAC(4822). If you are using Internet Explorer 8 to access the SAP portal, you will need to set the browser's "Compatibility View". Please see the ITAC help page on [Enabling "Compatibility View"](#).
- The system may be unavailable from midnight Saturday to Noon on Sunday for weekly maintenance.

**Helpful SAP Links**

- [SAP Help Resources](#)
- [Getting Started](#)
- [Security & Forms](#)
- [Download SAP GUI](#)
- [Training](#)
- [Contacts](#)
- [Printing](#)

### 3. Click **BENEFITS AND PAYROLL.**



### 4. Click **EARNINGS STATEMENT.**



### 5. Select the print or save icon.

