

# BOISE COMPENSATION

## ePay Instructions

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### Viewing Your Pay Advice

1. When you click on the link to log in to ePay, a **Security Alert** may appear. This is a secure connection, so click on **Yes** or **Okay**.
2. Log into the PeopleSoft system using your Boise **network User ID** and **network password** – the same User ID and password you use to log in to your work computer.
  - a. If you do not know your network User ID and password, contact your location administrative manager or call the Help Desk at 877 222 6116, Option 1.
3. Click on **Self Service** and then **View Paycheck**.
4. A list of your pay advices will display by Check Date. To view your pay history, click the Check Date link of the pay advice you would like to view.
  - a. If the PDF File checkbox displays a check mark, the pay advice will open in PDF format.
  - b. If the PDF File checkbox is not checked the file will open in the same window within PeopleSoft.

Check Date	Company	Pay Begin Date	Pay Period End Date	Net Pay	Paycheck Number	PDF File
<a href="#">2009-09-15</a>	Boise Cascade, L.L.C.	09/01/2009	09/15/2009	\$1176.48	886726	<input checked="" type="checkbox"/>
<a href="#">2009-08-31</a>	Boise Cascade, L.L.C.	08/16/2009	08/31/2009	\$1183.43	883349	<input type="checkbox"/>

- c. Click this link for print instructions [Printing Your Pay Advice](#)

5. When you are finished viewing your pay information.
  - a. **PDF:** Click the close  button in the upper right corner of any open pay advice(s) and then click **Sign Out** in the upper right side of the View Paycheck page
  - b. **Pay Advices Prior to September 11, 2009:** Click the **Sign Out** link in the upper right side of the View Paycheck page.

**Questions about logging in?** Call the Help Desk at 877 222 6116, Option 1.

**Other questions?** Call HR Services at 800 237 3459, Option 1.

## Pop-up Blockers and PDF

### PDF Advices:

If you are opening a PDF pay advice it should open in a new window. If your PDF pay advice **does not** open, check for pop-up blockers, which are usually found right below the internet tool bar. Right click on the pop-up blocker and select **always allow** access for this application. You should only have to do this one time.

## Printing Your Pay Advice

**Exercise care to maintain confidentiality, especially if you use a shared printer at work.** Some printers have a security option that allows users to delay printing until an access code is entered on the printer key pad. This ensures that you are standing at the printer when your confidential document prints. To find out if your printer has this option, contact the Help Desk at 877 222 6116, Option 1. To avoid confidentiality issues altogether, you can access and print your pay advice from home.

### PDF Pay Advices

From the open pay advice, click the print button.

### Pay Advices Prior to September 11, 2009:

These pay advices are two pages. Use two-sided printing (instructions below) if your printer has that option. If your printer doesn't have that option, be sure to pick up both pages from the printer. **You must reset your margins to get your pay advice to print correctly.** To reset your margins, follow these steps:

1. Open the pay advice you want to print. Go to **File**, select **Page Setup**. Set your **Margins** as follows, and then click **OK**.

<b>Left:</b>	.5	<b>Right:</b>	.5
<b>Top:</b>	.5	<b>Bottom:</b>	.5

2. Check to see if your printer does two-sided printing. Go to **File**, select **Print**, select **Preferences**, and then select **Finishing**. Under **Print Style** choose **2-sided Printing**. Then click **OK** and then **Print**.

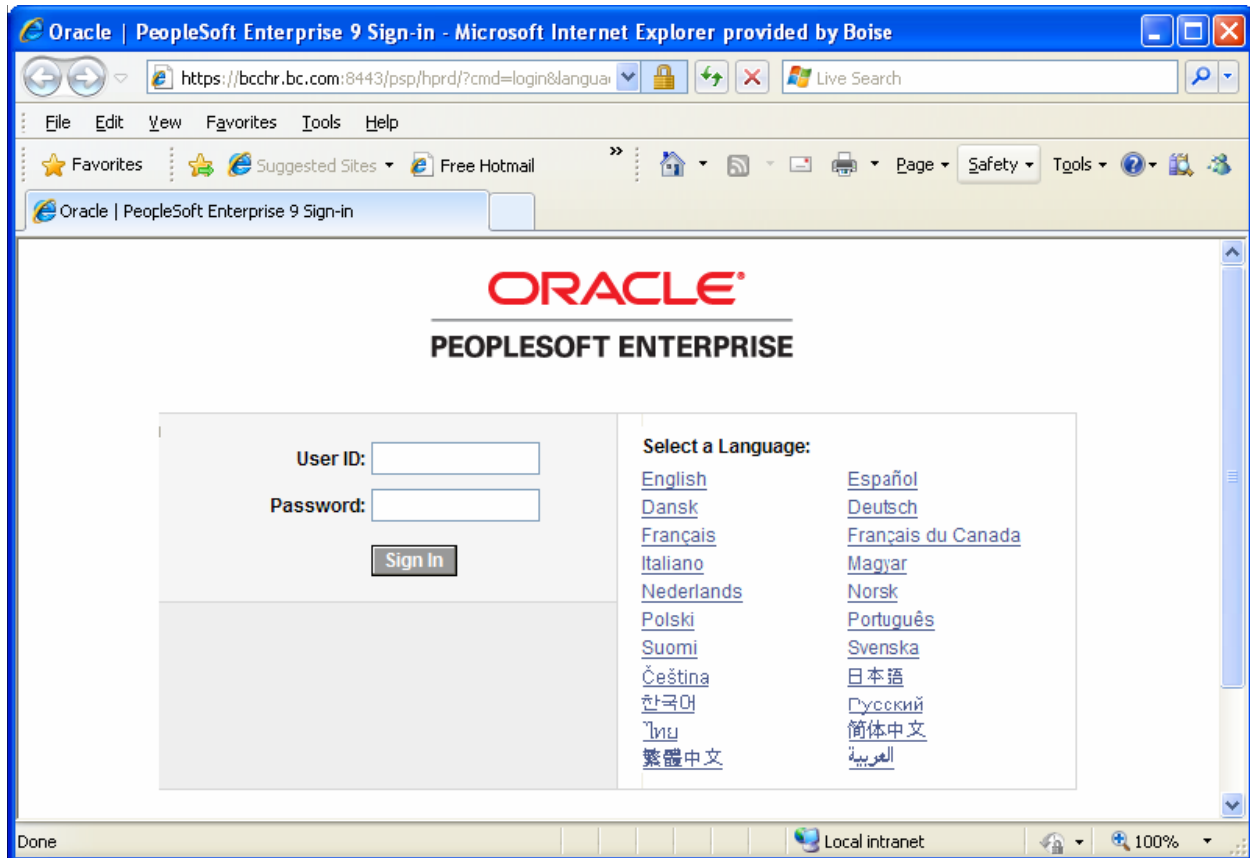
3. If two-sided printing is not an option on your printer, exit **Print Preferences** and click on the printer icon on the top toolbar. Be sure to pick up both pages of your pay advice at the printer.

Questions about printing? Call the Help Desk at 877 222 6116, Option 1.

Other questions? Call HR Services at 800 237 3459, Option 1.

## Adding ePay to Your Favorites

You can add the PeopleSoft log-in page to your favorites so you can view your pay advice even faster. To do this, be sure you are on this page:



Click on **Favorites**, and then **Add to Favorites** (other internet browsers may use the word **Bookmarks** rather than **Favorites**).

You will then see a pop-up that allows you to change the name of your favorite or bookmark from 'Oracle PeopleSoft Enterprise 8 Sign-in' to whatever you prefer, like 'ePay'.

## Fixing Certificate Errors for Internet Explorer 7 (or later versions)

If you are using Internet Explorer 7 or a later version, you may encounter a **Certificate Error** when you log in to ePay. If you do not install the certificate by following the steps below, you may continue to get the Certificate Error each time you log in to ePay.

1. When you encounter a Certificate Error during your log-in, click on **Continue to this website (not recommended)**. The reason it says "not recommended" is because Internet Explorer 7 does not automatically recognize ePay as a secure site. However, it is a secure site, and you can proceed.
2. A pink address bar will appear across the top of your screen. Click on **Certificate Error** in the pink address bar.
3. A window labeled **Untrusted Certificate** will appear. Click on **View Certificates** at the bottom of that window, and then click on **Install Certificate**.
4. A **Certificate Import Wizard** may appear. Click on **Next** on the first step of the wizard. On the second step of the wizard, make sure the following option is selected: **Automatically select the certificate store based on the type of certificate**. Click **Next**, then **Finish** to complete the wizard.
5. A final **Security Warning** will appear. This is a secure connection, so click on **Yes** to proceed.