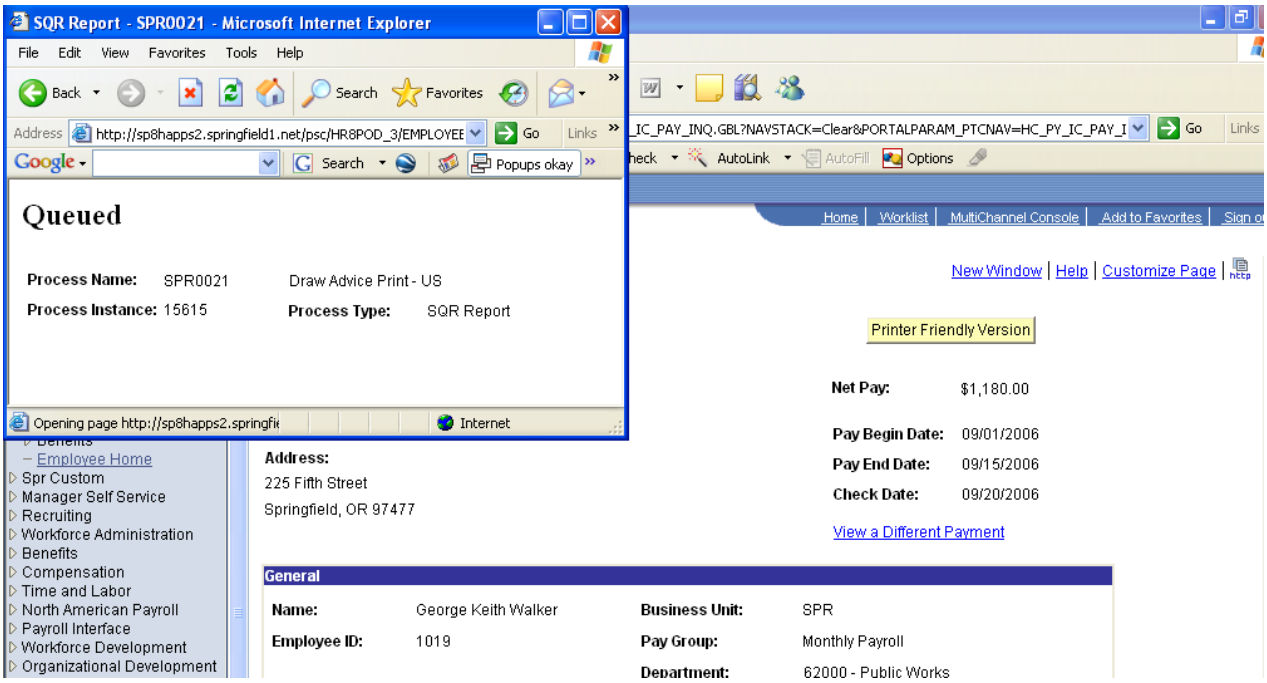
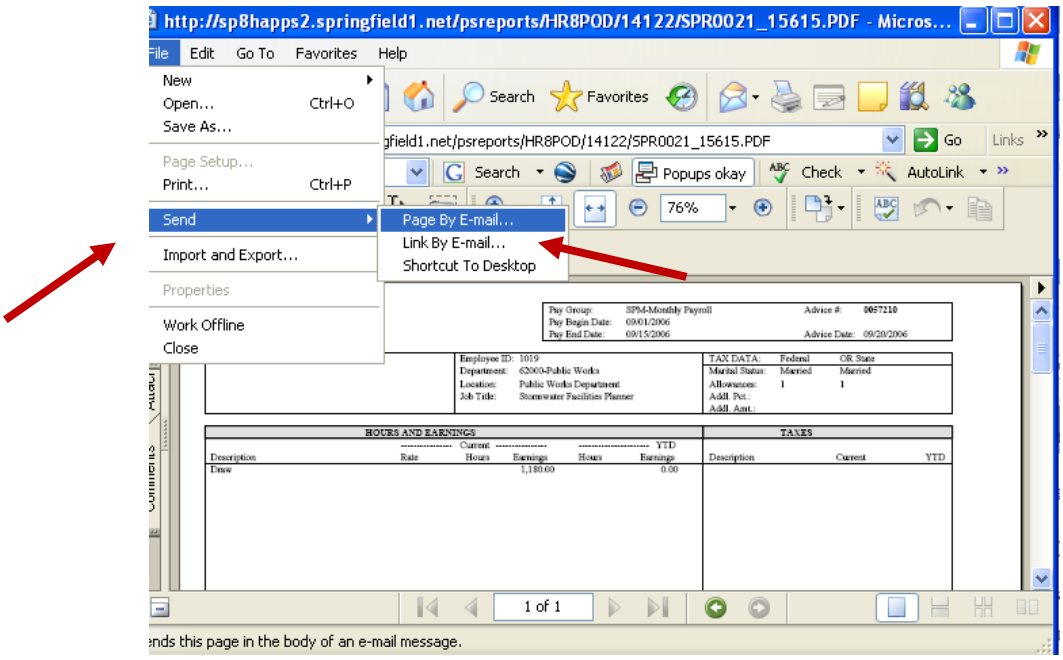
How to send a Pay Advice to home email or any email address.

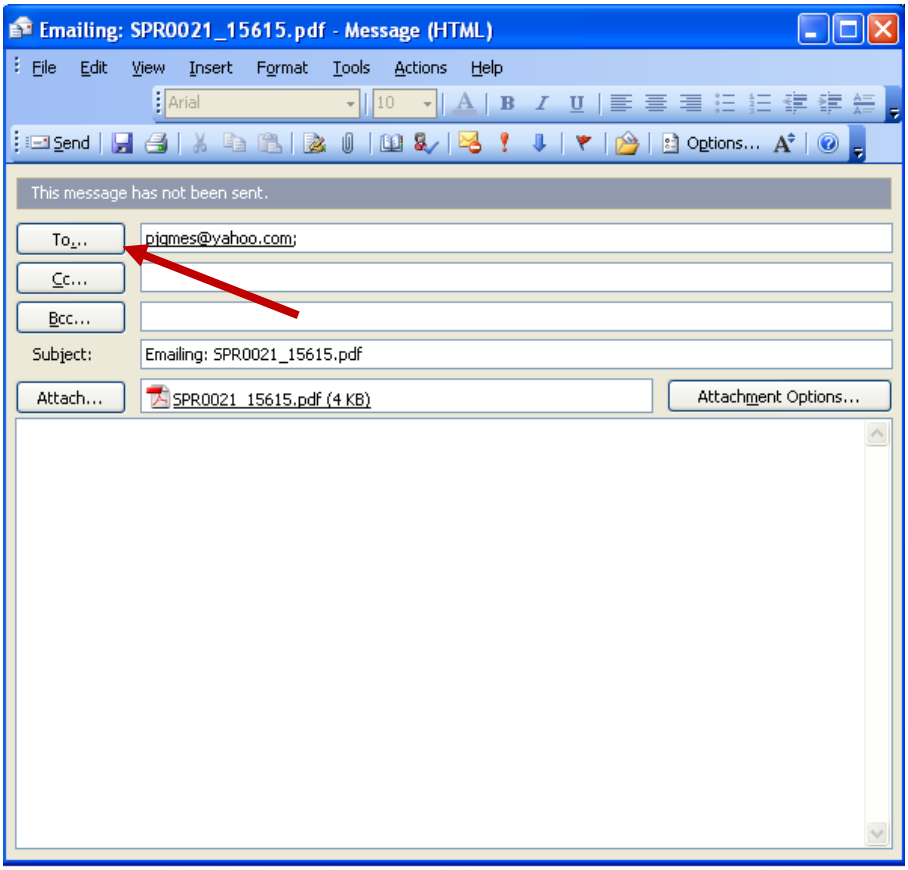
1. Log into PeopleSoft. Go to: http://spifs100.springfield1.net/psp/HR8POD/?cmd=login
2. Navigate to your paycheck page in Employee Self Service. Select: *Employee Self Service>Payroll and Compensations>View My Paycheck*.
3. When you are on the advice page, click on the Printer Friendly version button. It will pop up a new window and it will say queued, processing, then success before the pay advice pops up.



4. When the advice page appears, click on *File > Send > Page by Email*.



5. On the email page, enter in the email address of where you want to send your advice. You can look up addresses just like you do in your regular Outlook page or enter in any email address.



6. Click on Send and you will then send your advice in PDF form to the email account that you had stated.