How to Print Earnings Statements

1. Access the systems by navigating to the EBS Support website at http://ebs.msu.edu and clicking the EBS Login button in the top navigation bar.

2. Log in using your MSU NetID and password.

3. You will be directed to your Home tab in the EBS Portal. From here, click on your ESS (Employee Self Service) tab. Note: your ESS tab will reflect your position type, e.g., ESS Faculty, ESS Salary, etc.

4. In your ESS tab, select the Payroll link.

5. In the Payroll area, there are two options related to viewing earnings information:
   a. Earnings Statements from EBS (January 2011 to present).
   b. ePayroll System (for earnings information prior to January 2011).
Printing Earnings Statements:

1. After selecting **Earnings Statements**, simply select the printer icon in the toolbar* at the top of the screen (see screenshot below).
   
   *Note: If a toolbar is not displayed, select F8 on your keyboard to display the toolbar, or use Ctrl+P on your keyboard to print.

![Screenshot of Earnings Statements](image1)

Printing from the ePayroll System:

Clicking the **ePayroll System** link in ESS gives you two options (see screenshot below). Choose the link for **Historical Earning Statements**.

![Screenshot of ePayroll System](image2)

1. After logging into the ePayroll System, select the appropriate historical period for which you would like to view your earning statement.

2. When viewing your statement, simply select the **Printer Friendly Version** link at the top right of the screen, to print the statement.

![Screenshot of Printer Friendly Version](image3)
3. Additionally, you may use the **File** menu drop-down to select the **Print** option as well.