

***Economis* Implementers Handout:**

Printing *Economis* Paychecks

Before you print out checks, you need to check on whether a setting within your computer system is correct.

1. Open Internet Explorer
2. Select Tools, then “Internet Options”
3. Select the “Advanced” tab at the top right
4. Scroll about 2/3rds of the way down, until you see Printing
5. Ensure that the “print background colors and images” is checked
 - if it’s not, then check it, then click Apply, then click OK

Now you are ready to print out your checks.

You will go into www.economis.net as the administrative user.

Click Administration, then Payroll Management.

Then click on Print Payroll Checks.

This will bring up a screen with a drop-down menu, asking you which payroll period you want to print checks from.

Select the time period. Then click Next.

This will bring up a screen with the names of all the students that are enrolled into *Economis*. If you want to print checks for everyone, then select the blue “check all.” Otherwise, scroll down individually, marking each student for whom you wish to print out a paycheck.