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Viewing and Printing the Online Payslip

1) Navigate to the following website: http://access.caltech.edu

2) Enter your Username and Password (this is the same as your IMSS/Kronos login credentials) and click the Sign In button.

3) Click on the Online Payslip link.
The Online Payslip window will open

The most recent payslip will appear in the window.

4) Click on the Choose a Payslip drop-down menu and click on the Go button to select a different payslip.

NOTE: Beginning with the first pay period of January 2012, we will keep a history of three years online.
Viewing the Online Payslip

There are various sections of the online payslip. The upper portion displays information such as the Employee’s Name and UID number. The Pay Period information section lists the applicable Payment dates. The Summary area displays information such as Gross Earnings and Gross Pay. The Hours and Earnings section lists Hours Worked as well as the Current and YTD Amounts. There are also sections listing Pre Tax Deductions, Taxes, After Tax Deductions and Tax Withholding information. Accrual balances are also displayed as well as Net Pay Distribution information. The last section, Messages, is what the Payroll department will use if they need to convey information to the employees.

As a reminder, beginning with the first payroll of January 2012, going forward, we will maintain a three year history online.
**Printing on a PC**

The version of Adobe Acrobat that is installed on your computer will dictate where the print icons are located on the payslip window. For all versions, if you select depress the **Ctrl** and **P** keys at the same time the print window will appear.

**Adobe Acrobat 8**

![Adobe Acrobat 8 Print Icon](image)

The **Print** icon is in the upper left hand corner of the window.

**Adobe Acrobat 10**

![Adobe Acrobat 10 Print Icon](image)

The **Print** icon is available in the bottom of the window when you hover the cursor over that area.
**Printing on a MAC**

Safari is the preferred browser for use with a MAC. We recommend that you use the latest version of the browser as some of the earlier versions cause the payslip to open in a download window. If this is the case, double-click on the download to view the pdf.

**Using Safari**

1) Print the payslip

   - Depress the **Control** key on your keyboard and click in the center of the window
   - Select **Save PDF As**... from the menu option
   - **Print** the full downloaded pdf

**NOTE:** Rather than the “**Save PDF As**....” some menu options have the option to “**Open Pdf in Preview**”. 
Printing on a MAC or Linux

Using Firefox

The pdf automatically opens when using Firefox on a mac.

1) Click on the Print icon to print.

NOTE: To view a payslip from a different pay period close this window, click on the Choose a Payslip drop-down menu and click on the Go button.
Logging out of the Online Payslip Application

In order to completely protect your privacy we strongly suggest you log out of the Online Payslip application and access.caltech first and then close all instances of your web browser.

1) Click on the Logout link.

2) Click on the Logout All link.

3) Close your browsers.