

# **Human Resource Information System (HRIS)**

## **Employee Self Service**

### **Tips for Viewing Paycheck Data via Employee Self Service PDF (Portable Document Format)**

**HRIS/Employee Self Service: <https://www.as.ksu.edu/psp/HRIS/>**

- 1) Internet Explorer is the preferred browser when accessing HRIS/Employee Self Service.**
- 2) Pop-Up Blocker needs to be OFF to view a PDF.  
To turn OFF Pop-Up Blocker within Internet Explorer, follow these steps:  
Tools > Popup Blocker > Turn Off Pop-Up Blocker**
- 3) The workstation needs Adobe Acrobat (PDF) Reader to access the file.  
To download Adobe Acrobat Reader, access the following web page:  
<http://get.adobe.com/reader/>**
- 4) Cache files/Temporary files may need to be cleared to increase the size of your temporary internet file folder.  
Instructions: [http://www.k-state.edu/hr/hris/browser\\_cache.htm](http://www.k-state.edu/hr/hris/browser_cache.htm)**

**If you experience any difficulties, please contact the IT Help Desk at (785) 532-7722 or [Helpdesk@ksu.edu](mailto:Helpdesk@ksu.edu).**