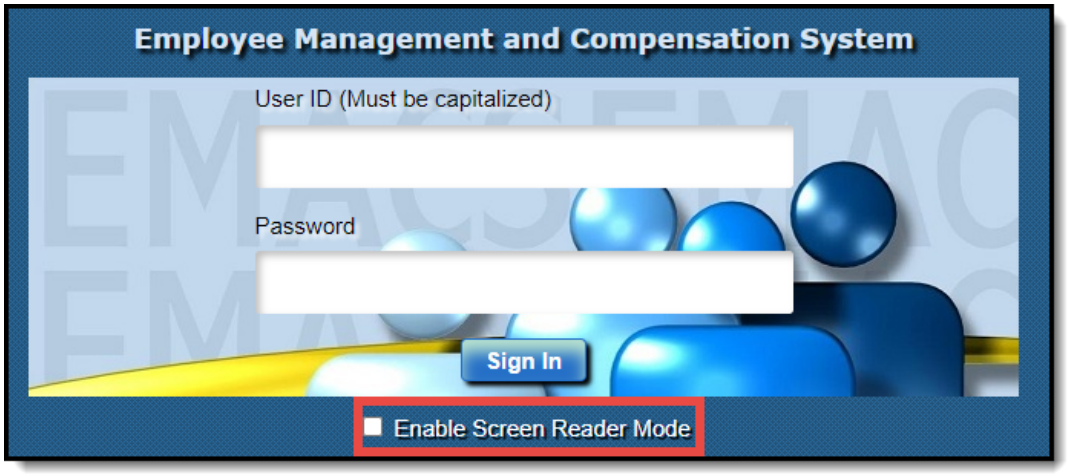
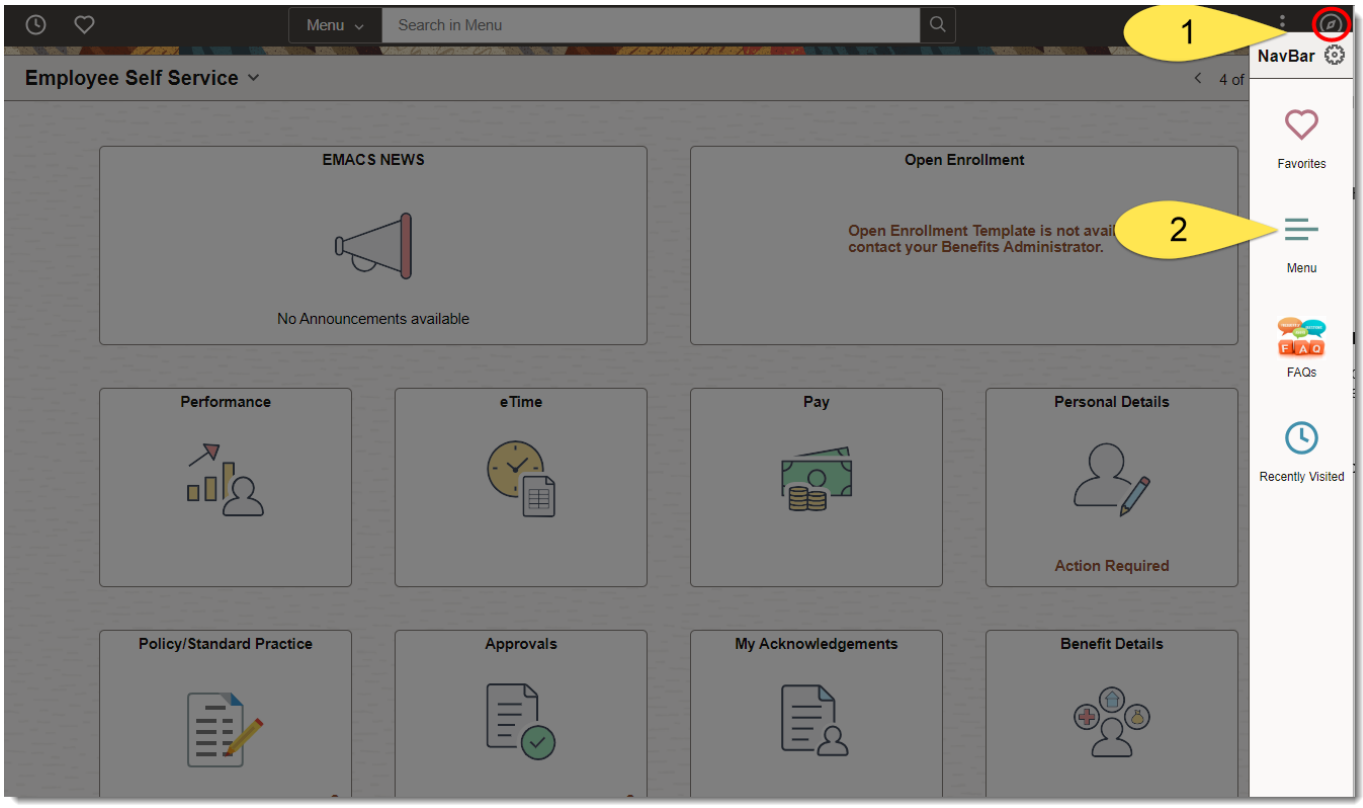
If your pay statement is showing in an oversized view, this could mean the accessibility mode is turned on. This can happen if the "Enable Screen Reader Mode" box on the EMACS sign-on screen is selected before logging in.

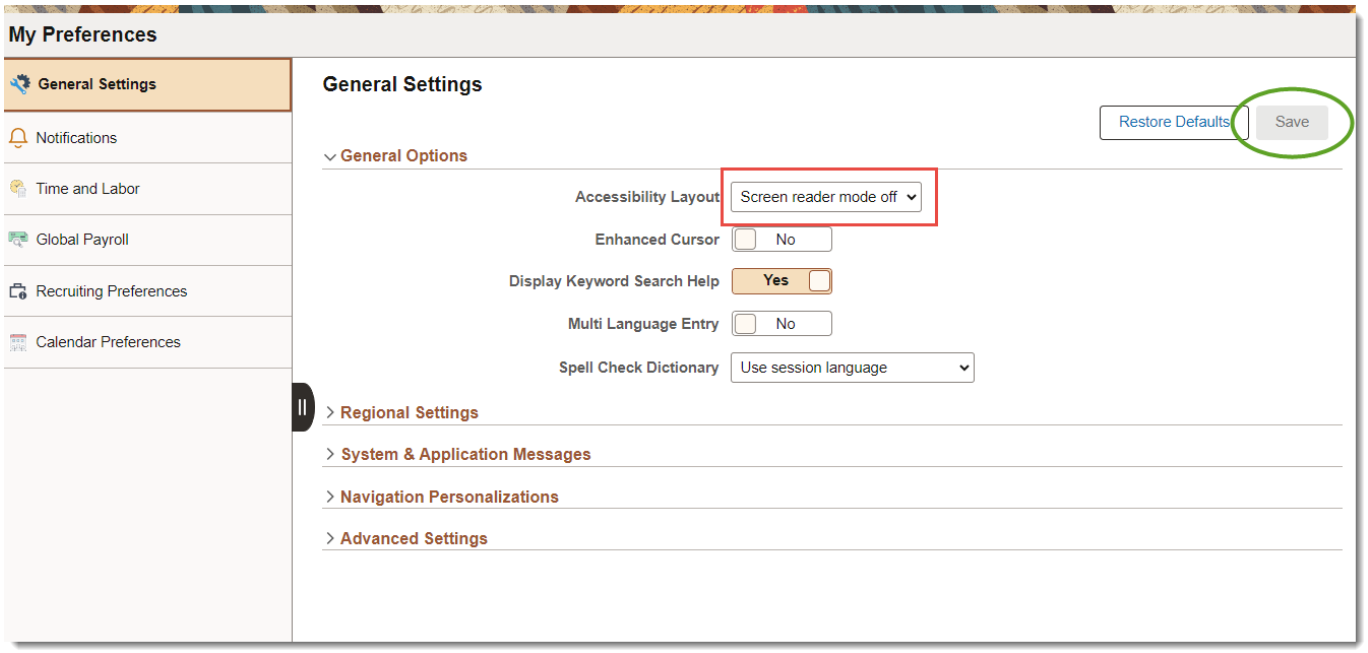


To correct this, log off and sign back in. This should reset the preference. If not, follow the instructions below:

1. Open the Navigation bar by selecting the compass on top right of the screen.
2. Click on the Menu option and scroll down to My Preferences.



3. The General Settings tab will be open. Make sure the Accessibility Layout drop down list says "Screen reader mode off". If it does not say "Screen reader mode off", select that option in the drop-down list.



5. Click Save on the top right.
6. Exit out of EMACS and sign back in for the changes to take effect.

Note: If the Enable Screen Reader mode is on, you will not be able to print your paystub. Following the steps above will allow you to print paystubs.