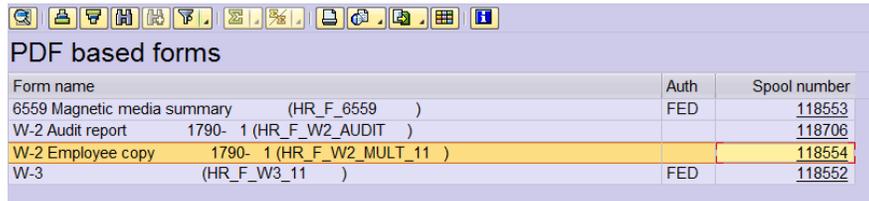


## 1. Process for printing PDFs in HRMS

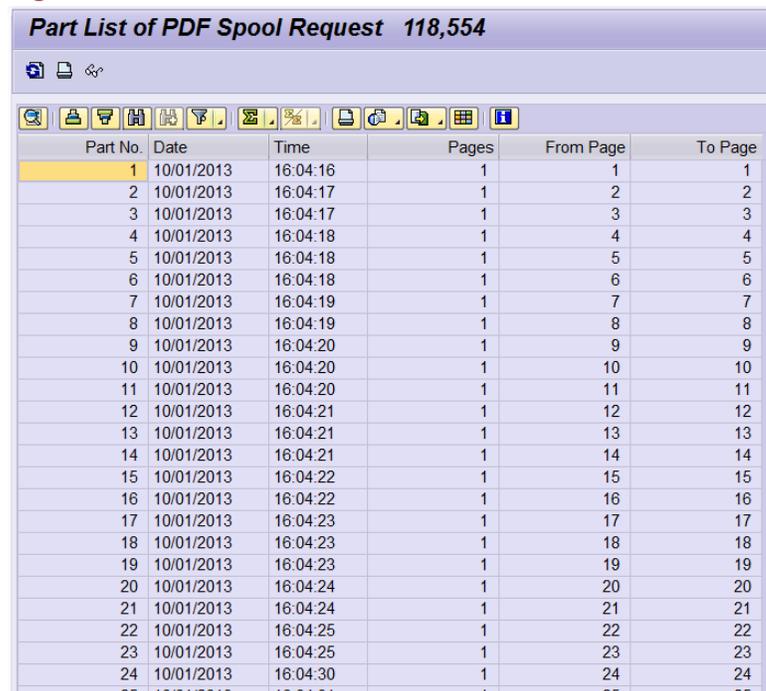
**How it worked before the upgrade:** In PU19, when a user selected the spool for PDF based forms (Figure 1), they were taken to a Part List of the PDF spool (Figure 2)

**Figure 1**



Form name	Auth	Spool number
6559 Magnetic media summary (HR_F_6559 )	FED	118553
W-2 Audit report 1790- 1 (HR_F_W2_AUDIT )		118706
<b>W-2 Employee copy 1790- 1 (HR_F_W2_MULT_11 )</b>		<b>118554</b>
W-3 (HR_F_W3_11 )	FED	118552

**Figure 2**



**Part List of PDF Spool Request 118,554**

Part No.	Date	Time	Pages	From Page	To Page
<b>1</b>	10/01/2013	16:04:16	1	1	1
2	10/01/2013	16:04:17	1	2	2
3	10/01/2013	16:04:17	1	3	3
4	10/01/2013	16:04:18	1	4	4
5	10/01/2013	16:04:18	1	5	5
6	10/01/2013	16:04:18	1	6	6
7	10/01/2013	16:04:19	1	7	7
8	10/01/2013	16:04:19	1	8	8
9	10/01/2013	16:04:20	1	9	9
10	10/01/2013	16:04:20	1	10	10
11	10/01/2013	16:04:20	1	11	11
12	10/01/2013	16:04:21	1	12	12
13	10/01/2013	16:04:21	1	13	13
14	10/01/2013	16:04:21	1	14	14
15	10/01/2013	16:04:22	1	15	15
16	10/01/2013	16:04:22	1	16	16
17	10/01/2013	16:04:23	1	17	17
18	10/01/2013	16:04:23	1	18	18
19	10/01/2013	16:04:23	1	19	19
20	10/01/2013	16:04:24	1	20	20
21	10/01/2013	16:04:24	1	21	21
22	10/01/2013	16:04:25	1	22	22
23	10/01/2013	16:04:25	1	23	23
24	10/01/2013	16:04:30	1	24	24
25	10/01/2013	16:04:31	1	25	25

After selecting a part number, the Spool Request opened (Figure 3) giving the user the options for scrolling forward or back -- to the first page of the spool or last page of the spool.

**Figure 3**

Part Display		2 for PDF Spool Request 118,554	
1 Wages, tips, other compensation	49982.74	2 Federal Income tax withheld	9034.57
3 Social security wages	52458.50	4 Social security tax withheld	3252.43
5 Medicare wages and tips	52458.50	6 Medicare tax withheld	760.65
a Employee's SSA number	Employer use only		
b Employer's FED ID number	01082620		
c Employer's name, address, and ZIP code			
WASH ST Dept of Enterprise Services PO Box 41405 Olympia WA 98504-1405			
7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12	417.06
13 Statutory Employee	Retirement plan	Third-Party Sick pay	12b
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14 Other DEF RET	2475.76	12c	
		12d	

**How it works now:** when a user selects the spool for PDF based forms (Figure 4), they are taken directly to the Spool Request (Figure 5).

**Figure 4**

PDF based forms		
Form name	Auth	Spool number
6559 Magnetic media summary (HR_F_6559 )	FED	80869
W-2 Audit report 1790- 1 (HR_F_W2_AUDIT )		80871
W-2 Employee copy 1790- 1 (HR_F_W2_MULT_11 )		79991
W-3 (HR_F_W3_11 )	FED	80868

User options now include the capability to scroll up a set number of pages (i.e. +10, +100, etc) or going directly to a document number by selecting 

**Figure 5**

