**Self-Service Payroll .pdf’s**

**Purpose:**

Make the Tips for Common T4 Questions and Browser Troubleshooting Tips .pdf’s, created and maintained by Payroll and stored on the N: drive, available to employees for viewing via PeopleSoft HR Self-Service.

**Process:**

* Using a WinSCP Windows Batch file (JOBDESCR)

- Write the N:drive .pdf files to the FTP site: ftp\_hrdocs@cohvpwebapp2

* Using PeopleTools > Utlities > Administration > URLs

- A one-time change is made to add the URLs.

**Maintenance:**

* Payroll makes changes to the .pdfs in N:\ 1FINANCIAL SERVICES\Payroll and Pensions\PSPayLink (available in PeopleSoft Self-Service the next day)
* The above process is run nightly to remove the .pdf’s from the FTP site and copy the N:drive .pdf’s over.

**FTP:** WinSCP Windows Batch nightly process will write the .pdf files to the ftp site: ftp\_hrdocs@cohvpwebapp2





