[Create PDF Advice Forms for Employee Self Service](http://ctclinkreferencecenter.ctclink.us/m/79727/l/1152774-9-2-payroll-checklist)

#67 on [Payroll Processing Checklist](https://docs.google.com/document/d/1w8tn0OTMTab6EqxKZzqzvRPAvYxaq9W_0f-m3siXtPI/edit)

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| --- | --- | --- | --- | --- | --- |
| Post-Confirm Processing | 67 | Create PDF Advice Forms (PYDDAUSA) | Create the PDF Advice Forms for Employee Self Service | Nav Bar > Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > Create PDF Advice Forms | **Run after payroll has confirmed.  You can enter Days from Check Date field with the number of days prior to pay day that you will allow employees to view their paycheck information.  This should be a negative number. This can also be set as a default in Setup HCM.** |

That’s it 😊