

## VIEWING PAYROLL PAY STUBS ONLINE

University employees now have the ability to access pay stubs online. Follow the instructions below.

### **To access online pay stubs:**

1. Login to Self Service Banner (SSB)
  - a. Go to <http://banner.usu.edu>
  - b. Click "USU SSB"
  - c. Enter User ID and PIN (follow instructions on screen)
  
2. View Pay Stub
  - a. Click "Employee" from the Main Menu
  - b. Click "Pay Information"
  - c. Click "Pay Stub"

### **Benefits of online access:**

- 24 hour access to online pay stub information.
- Online pay stubs remain available for prior periods.
- Online pay stubs can be viewed two days prior to the pay date.
- Online pay stubs can be printed if necessary.
- Eliminates problems associated with mail delivery.
- Reduces printing and postage costs.

Note: Public access terminals are available in the Merrill-Cazier Library and the Payroll Office for employees that don't otherwise have internet access.