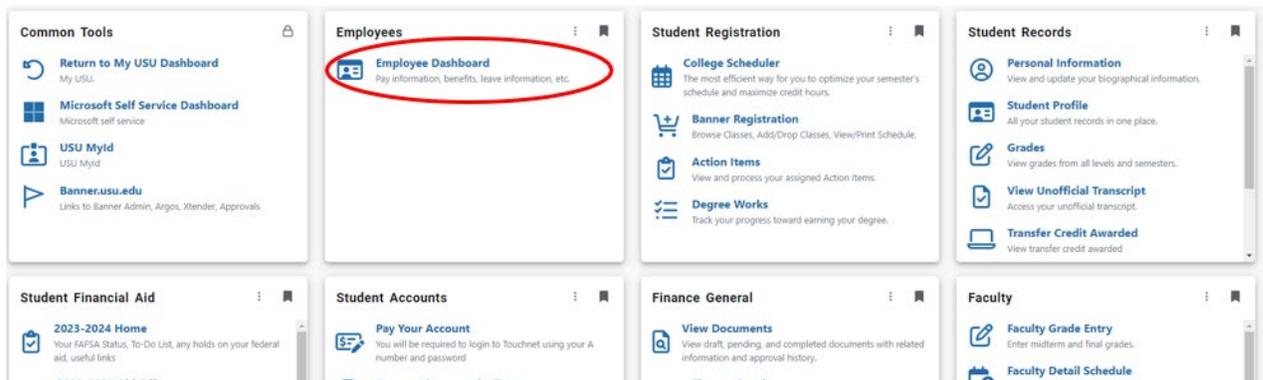


How to Access Your Pay Stub & Direct Deposit Information

1. Go to <https://it.usu.edu/banner/> and click on 'Banner Dashboard'
2. Within the 'Employees' tab, click 'Employee Dashboard'

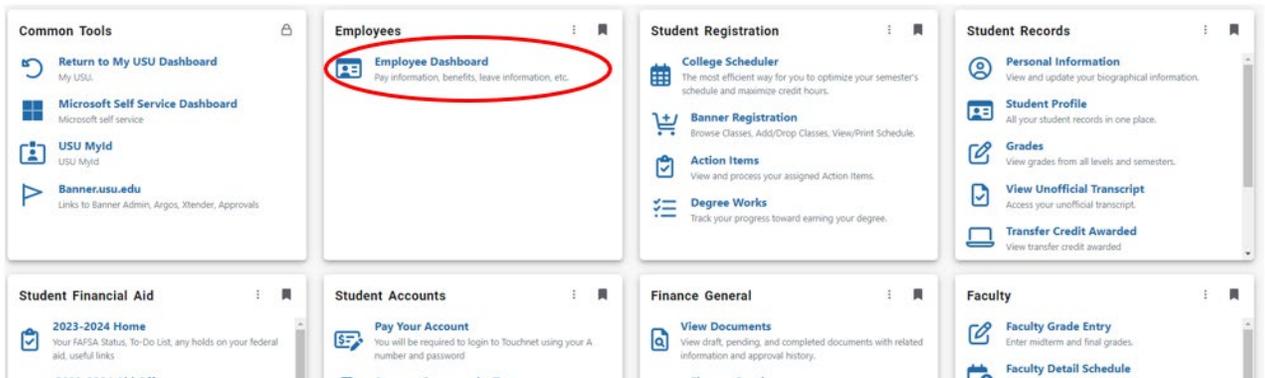


3. Employee Dashboard is where you can access your pay stubs, earnings, and deductions history.
4. Pay Information is where you can change your direct deposit information.



How to Update Your W-4 Online

5. Go to <https://it.usu.edu/banner/> and click on 'Banner Dashboard'
6. Within the 'Employees' tab, click 'Employee Dashboard'



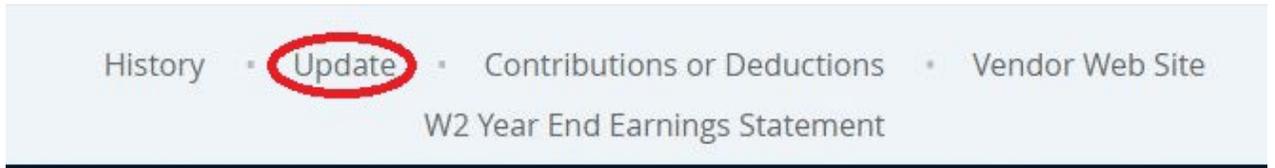
7. Employee Dashboard is where you can access your pay stub, earnings, and deductions history.
8. Click on 'Taxes'



9. Click on 'W-4 Employee's Withholding Allowance Certificate'



10. Click 'Update' at the bottom of the page (you may need to scroll).



11. Today's date will input automatically. Fill in the additional information and changes you're wanting to make. 'Filing Status' is required to save changes. When you have filled in the updated information, click 'certify changes'.



12. Any changes you make will be effective for your next pay period.

*If you have any questions regarding tax forms, contact USU's payroll office at (435) 797-1059 or payroll@usu.edu.