How to Access Your Pay Stub & Direct Deposit Information

1. From banner.usu.edu, click Banner SSB / ACCESS

2. From the Main Menu, click the Employee tab (or click Employee from the list of options)

3. Employee Profile 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 View Your Electronic W-2

1. From banner.usu.edu, click Banner SSB / ACCESS

2. From the Employee menu, select Tax Forms

3. Once you’re in the Tax Forms section, click W2 Year End Earnings Statement

4. From here you can select the ‘tax year’ you are looking for and hit ‘display’ to retrieve your W2.