

Procedure Number: 561.2

Procedure: Earning Statements

Effective Date: (01/2014)

Revision Date:

Approved by: LeAnn Anderson, Director Financial Services and Payroll

PROCEDURE:

- I. Go to the [MyInfo](#) Logon and Click on **Enter Secure Area**.
 - A. User Login screen
 1. Enter your **User ID** (Employee ID or Social Security #) and **PIN** and click **Login**
 - B. Welcome screen
 1. Click on **Employee Services tab** at top of page **or** on **Employee Information link**
 - C. Employee Services screen
 1. Click on **Pay Information**
 2. Click on **Pay Stub**
 3. Select **Pay Stub Year** (current year defaulted) and click **Display**
 - D. View Pay Stub Summary screen
 1. **Click on the date of the pay stub you wish to view.** A detailed pay stub for the pay date that you selected will be displayed.
 - E. To exit the website, click **Exit** in upper right corner to log out, and then close your web browser.
- II. The electronic pay stub is your official pay statement that is printable and can be used for your personal needs. Current and prior pay period stubs can be printed from this site. Direct deposit allocation information is noted and can be easily verified by you as to its accuracy. Additional links provide year-to-date or monthly totals of your gross salary, net salary or deduction amounts. Leave balances can be viewed, and printable copies of W-2's for prior years are also available. All of these valuable resources are available on a secured web site, day or night.