



**Procedure Number: 561.2**

**Procedure: Earnings Statements**

**Effective Date: 01/2014**

**Revision Date: 10/2025**

**Responsible Party: Administration & Finance/Financial Services & Payroll**

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**PROCEDURE:**

1. Open [MyMSUB](#) and login with your NetID and Password.
  - a. Welcome Screen
    - i. On the **Employee Services** card click on **Employee Dashboard & Profile**.
  - b. Employee Dashboard & Profile
    - i. Click on **All Pay Stubs**
    - ii. Click on the date of the pay stub you wish to view. A detailed pay stub for the date that you selected will be displayed.
  - c. To exit the website, click on the photo next to your name in the upper right corner and select **Sign Out**.
2. 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.