

Payroll Information-Students

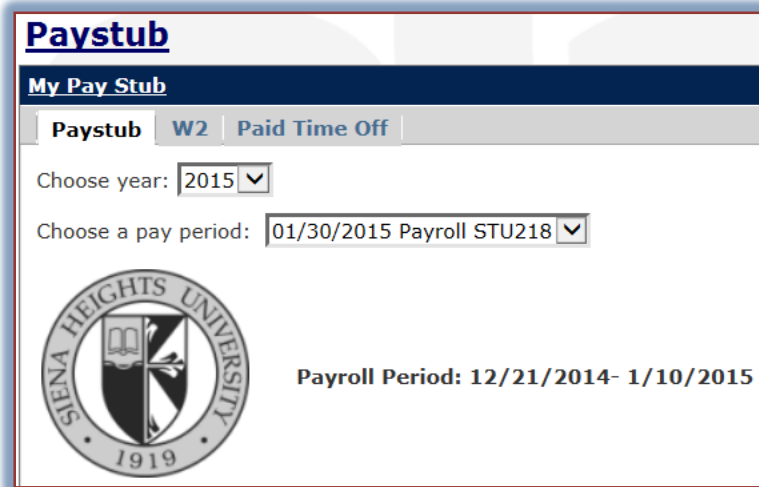
This area is used to locate information about your employee pay record.

Payroll Information
Paystub
Time Card Entry

Pay Stub

To access information regarding your pay for a particular week, click this link.

✦ The **Paystub** window will display.




Paystub

My Pay Stub

Paystub | **W2** | **Paid Time Off**

Choose year: 2015 ▼

Choose a pay period: 01/30/2015 Payroll STU218 ▼

 **Payroll Period: 12/21/2014- 1/10/2015**

- ✦ Under **Choose Year** select a year such as 2015.
- ✦ Once the year has been input, another box will ask you to choose the **Pay Period**.
- ✦ Select the **Pay Period**.
- ✦ Your **Pay Statement** for the specified period will display.

Time Card Entry

This area is by students to input the hours they work during a particular pay period.

- ✦ Click the **Time Card Entry** link under **Payroll Information**.
- ✦ The **Timecard** window will display.
- ✦ Input the information for the hours worked into the specified areas.
- ✦ Click the **Save Hours and Comments** button.