

How to check my paystub

Please note: You will not be able to access this site until after your first check has been processed.

From HCSS website, choose **Faculty**.

On right side of page, choose **Direct Deposit Viewer**.

On top right of new page, choose **Register**

Fill out the information listed. Your **Employee Number** is the Last 4 digits of your SSN

When complete, choose **Register**.

It will send you a confirmation email. **You must confirm your registration through your email before it will let you login.**

To view your paystub, choose **Documents** along the top of the **Employee Self Service** page. Then choose View **Employee Documents**. You have the choice to view checks and various tax forms.

From the **Employee Self Service** page you also have the ability to view your Personal Information, Leave Information and other various tasks.