

## 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 or Payroll/Benefits Page**

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

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

Fill out the information listed. Your **Employee Number** is the Last 4 digits of your SSN. (If the last four digits don't work add a zero, if that doesn't work contact Stacey Layton)

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.