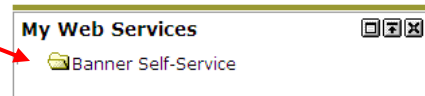


Accessing Pay Stub via Banner Self-Service

The following are instructions for viewing a pay stub online using **Banner Self-Service***:

* **Banner Self-Service**, accessible via the My Web Services channel in myCuesta, grants any Cuesta College employee access to that individual's personal information (including benefits and deductions, job history, leave balances, and more) by linking directly with Banner, Cuesta's administrative system. With Banner Self-Serve one can only view *their* information and no one else's.

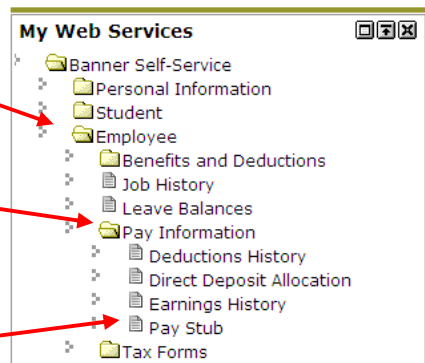
1. At the My Web Services channel, click the **Banner Self Serve** folder.



The folder will expand revealing multiple subfolders.

2. Click the **Employee** folder.

The folder will expand revealing several subfolders and forms.



3. Click the **Pay Information** folder.

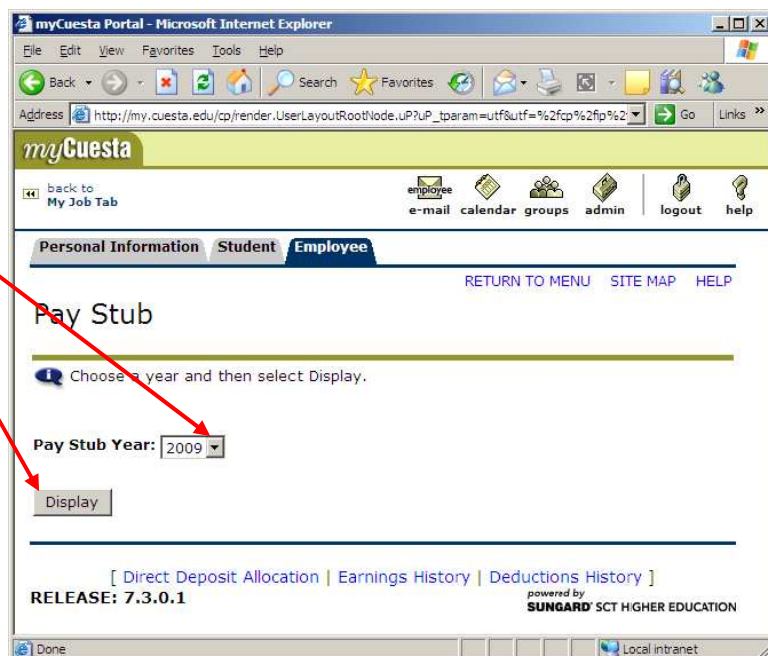
The folder will expand revealing several forms.

4. Click the form, **Pay Stub**.

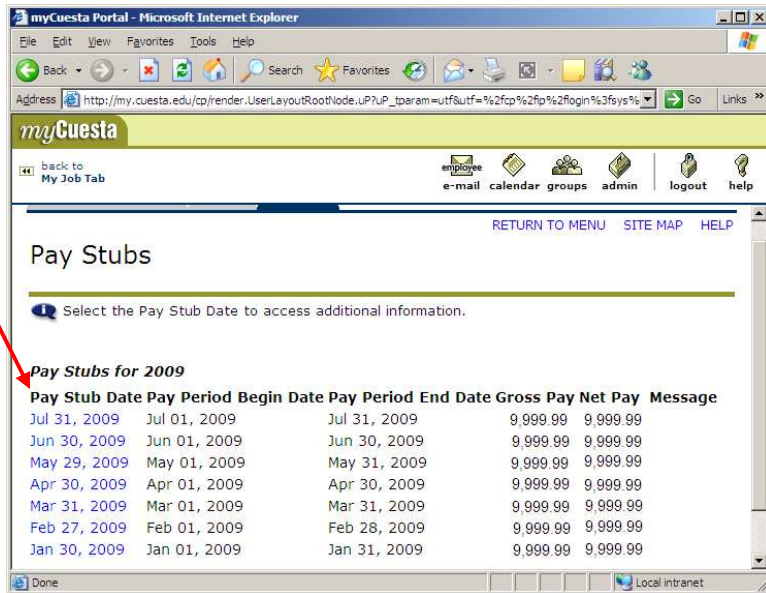
The Pay Stub form will open, prompting you to enter a year.

5. Click the drop-down arrow for **Pay Stub Year**, select a year, and then click the **Display** button.

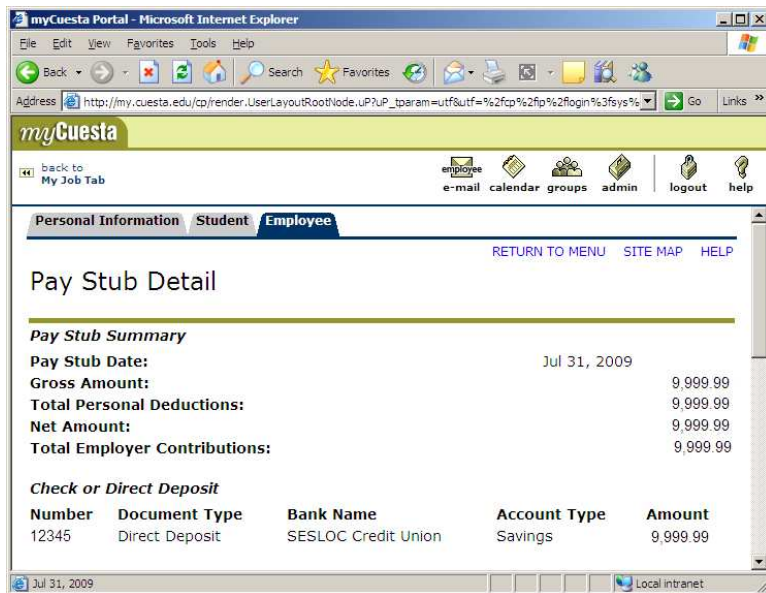
A list of monthly pay stubs for the selected year will appear.



- Click on the desired month from the **Pay Stub Date** column.



The selected pay stub form will be displayed.



How to Exit Banner Self-Serve

- Click the **back to...** link in the upper left corner of the screen.



The denoted myCuesta tab will be redisplayed.