Accessing / Printing Pay Stub

The following are instructions for viewing & printing a pay stub 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.

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

The selected pay stub form will be displayed.
**Print Pay Stub**

1. At Pay Stub Detail, scroll to the bottom of the screen and click the **Printer Friendly** button.
2. Depending on browser, do one of the following:

<table>
<thead>
<tr>
<th>Internet Explorer</th>
<th>Firefox</th>
</tr>
</thead>
</table>
| a. Select **File > Print Preview.**  
   *The Print Preview window will appear.* | a. Right-click on the document.  
   *A shortcut menu will appear.* |
| b. Click the dropdown arrow to the right of “As laid out on screen”.  
   *A list of frame selections will appear.* | b. Select **This frame > Print frame…**  
   *The Print dialog will appear.* |
| c. Choose “Only the selected frame”. | c. Click the **OK** button.  
   *The document will print.* |
| d. Click the **Print…** button.  
   *The Print dialog will appear.* | |
| e. Click the **Print** button.  
   *The document will print.* | |

**Exit Banner Self-Serve**

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

*The denoted myCuesta tab will be redisplayed.*