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DATE: June 7, 2007
TO: All University Employees
FROM: Dave Cowley, Controller
SUBJECT: Online Pay Stubs

Effective immediately, University employees now have the ability to access pay stubs online. This new technology offers several advantages to employees while providing the University with the opportunity to transition from paper to electronic pay stubs. **The following schedule shows the last date that direct deposit pay stubs will be mailed.**

Salaried Employees	August 1
Graduate Assistants	August 1
Wage Hourly Employees	August 10

Benefits of this new process:

- 24 hour access to online pay stub information.
- Online pay stubs remain available for prior periods.
- Online pay stubs can be viewed two days prior to the pay date.
- Online pay stubs can be printed if necessary.
- Eliminates problems associated with mail delivery.
- Reduces printing and postage costs.

Note: Public access terminals are available in the Merrill-Cazier Library and the Payroll Office for employees that don't otherwise have internet access.

To access online pay stubs:

1. Login to Self Service Banner (SSB)
 - a. Go to <http://banner.usu.edu>
 - b. Click "USU SSB"
 - c. Enter User ID and PIN (follow instructions on screen)
2. View Pay Stub
 - a. Click "Employee" from the Main Menu
 - b. Click "Pay Information"
 - c. Click "Pay Stub"
 - d. Select the Pay Stub Year, then click "Display"
 - e. Click the Pay Stub Date to access additional information

We appreciate your cooperation through this transition.