

## Viewing Pay Stubs in Banner Self Service

Banner Self Service has given us some new tools. One exciting tool is the ability to view your pay information online before the actual pay day.

Follow the instructions below to view your payroll;

Go to Missouri Western Home Page

Click on Faculty/Staff

Under Use full links click on My Western (Banner)

Click on Enter Secure Area

Enter G# and PIN

1<sup>st</sup> time users the PIN is your date of birth

Click on Employee

Click on Pay Information

Click on Pay Stubs

Select the Year you would like to view

Click on Display

Click on the Pay Stub Date you want to view

This will display your pay information.

You can view your pay information on the web as soon as payroll has finished processing which is typically 3 days before the actual pay day.