

HOW DO I VIEW MY PAY STUB?

Students (same way you enter your time)

- + Sign into URSA using your Student Login
- + Click on the “Financial” tab
- + Find the module in the center that says “Time Entry for Student Employees”.

Click on “[Select this link to enter your time](#)”

(This takes you directly to your TimeSheet entry)

To view your pay stub:

- Click the yellow “Employee” tab
 - Pay Information
 - + Pay Stub

Non Student Employee

- Sign into URSA using your firstname. Lastname Login
- Click on Employee
- Click on Banner Self Service Link-
 - Employee-
 - Pay Information-
 - + Pay Stub