

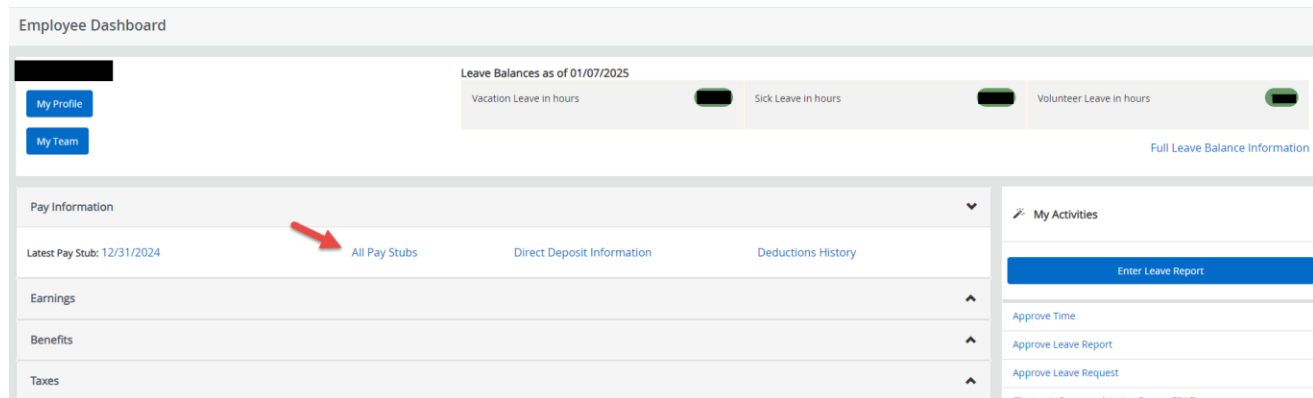
# How to view your Paystubs, Direct Deposit Allocations, W2s and more

Using your student log in

Log into URSA

You will need to access your Dashboard, the same area you enter your hours into your timesheet.

Student Hourly – click on the Student Tab, then click on the Employee Dashboard link under the Student Employees section.



- (1) To see your Paystubs click on “All Paystubs” choose the year and then click on the blue date to open the paystub for detailed information.
- (2) To see your Direct Deposit Allocation click on “Direct Deposit Information”.
- (3) To see your W2; click on Taxes on the left hand side.
  - Click on W-2 Wage and Tax Statement
  - Choose Year and then choose "Printable W-2" at the bottom of the page to print

NOTE: If you haven't consented to an electronic form, you will be asked to do that before you can view or print your W2.