

## WEB FOR EMPLOYEES IS NOW AVAILABLE TO ALL NSU EMPLOYEES

Effective with the October 22, 2010 biweekly payroll, all NSU employees will no longer receive a “**paper**” direct deposit check stub. Instead, those employees (faculty, staff and student workers) that have elected electronic direct deposit will be able to view or print their check stub electronically thru the NSU Web for Employees. Those employees still receiving a payroll check may also access the Web for Employees.

To access your stub, you should begin by going to [www.nsula.edu](http://www.nsula.edu) and click on “**Faculty and Staff**” in the orange bar.

Then click on Web for Employees, go to Employee Self Service, and this will bring you to the employee Login page.

Your employee ID is your campus wide ID number (found on your time sheet or check stub) or your social security number.

Your initial PIN will be your birthday entered in the format (YYMMDD). Once you enter your birthday, you will be directed to a new page to establish a PIN.

**(NOTE: If you are a student or faculty and have already created a PIN in the WEB for Students or the Web For Faculty, the same PIN is valid for use in Web For Employees. You do not have to create a new PIN.)** This PIN will be a 6 digit numeric number that you should safeguard and not share with anyone. You will also be asked a question that will need to be answered in order to reset your pin in the event you forget it.

After your PIN is set, login again and you will be taken to the Employee Self Service menu. Move your cursor over the payroll tab on the blue bar and the pay stub option will be displayed. Click on pay stub.

Here, you can select the calendar year and display option you prefer and then click the select button.

Use the drop down box to choose the date of the stub you wish to view or print and click select. Your check stub history is displayed.

