



## How to View Pay Stub

**Login to Banner Self-Service.**

On the Employee Dashboard, select the arrow beside Pay Information.

The screenshot shows the Employee Dashboard interface. At the top left, there is a link for "Employee Dashboard" and a "My Profile" button. The main section displays "Leave Balances as of 05/04/2021" with a table of various leave types and their balances. Below this, there is a "Pay Information" menu item with a red arrow pointing to its expansion arrow. Other menu items include "Earnings" and "Benefits". To the right, there is a "My Activities" section with an "Enter Leave Report" button.

Leave Balances as of 05/04/2021					
Annual Leave in hours	██████	Personal Time in hours	██████	Sick Leave in hours	██████
Compensatory Leave in hours	██████	Sick Bank in hours	██████	No Pay Leave in hours	██████


Under Pay Information, click on the Latest Pay Stub date to see the most recent pay stub.

This screenshot shows the Employee Dashboard with the "Pay Information" menu expanded. The "Latest Pay Stub: 04/30/2021" link is highlighted in yellow. Other options in the menu include "All Pay Stubs", "Direct Deposit Information", and "Deductions History". A blue arrow points to the "Latest Pay Stub" link. The "Earnings" menu item is visible below the expanded menu.



However, if you want to view previous pay stubs, click on All Pay Stubs.

### Employee Dashboard



**My Profile**


Leave Balances as of 05/04/2021

Annual Leave in hours		Personal Time in hours	
Compensatory Leave in hours		Sick Bank in hours	

Pay Information

Latest Pay Stub: 04/30/2021   [All Pay Stubs](#)   Direct Deposit Information   Deductions History


Earnings



Click on the drop-down box beside Pay Year to choose the year you want to view.

[Employee Dashboard](#) • [Pay Stub Information](#)

## Pay Stub Information

Pay Year: 2021 ▾ 

Select a year from the list below to see its full details.

- 2021
- 2020
- 2019



Then click on the pay date you want to view.

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## Pay Stub Information

Pay Year: 2021 ▾

Select a Pay Date from the list below to see its full details.

Pay Date: 04/30/2021	Pay Period: 04/01/2021 to 04/30/2021	Gross: [REDACTED]	Net: [REDACTED]
Pay Date: 03/31/2021	Pay Period: 03/01/2021 to 03/31/2021	Gross: [REDACTED]	Net: [REDACTED]
Pay Date: 02/26/2021	Pay Period: 02/01/2021 to 02/28/2021	Gross: [REDACTED]	Net: [REDACTED]
Pay Date: 01/29/2021	Pay Period: 01/01/2021 to 01/31/2021	Gross: [REDACTED]	Net: [REDACTED]





Federally Taxable Benefits						
Benefit					Amount	YTD Amount
Imputed Life Ins Prem					[REDACTED]	[REDACTED]

Check or Direct Deposit					
Number	Document Type	Bank Name	Account Type	Amount	
[REDACTED]	Direct Deposit	[REDACTED]	Savings	[REDACTED]	
[REDACTED]	Direct Deposit	[REDACTED]	Checking	[REDACTED]	

Filing Status						
Federal Income Tax						
Filing Status	NRA Ind	2C Ind	Additional Withholding	Dependent Amount	Other Income	Deduction
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Alabama State Income Tax		
Filing Status	# Exemp	Additional Amount
[REDACTED]	[REDACTED]	[REDACTED]

