

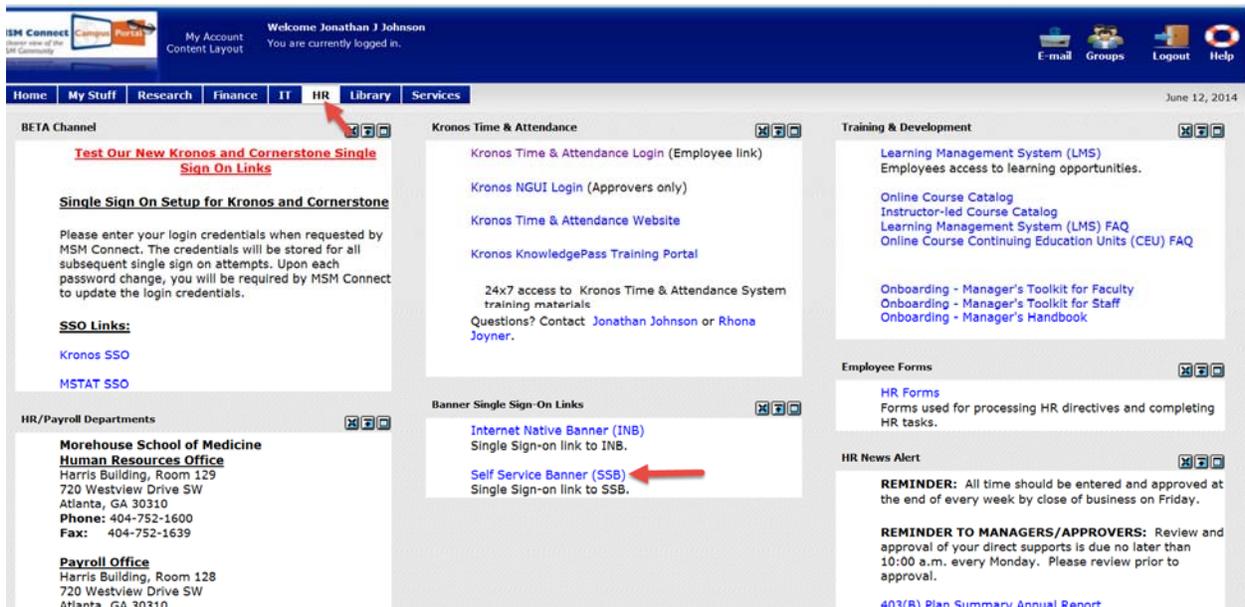
How To View & Print Your Pay Stub (Direct Deposit Advice)

Log into MSM Connect using your Network Login

<https://myportal.msm.edu/cp/home/displaylogin>



Click on the HR Tab and Click on Self Service Banner (SSB)



Click on Employee

The screenshot shows the SUNGARD HIGHER EDUCATION portal. At the top, there is a 'Browse' button on the left and a 'Help' button on the right. Below these is a search bar with the text 'Find a page...'. The main content area features three tabs: 'Personal Information', 'Employee', and 'Finance'. A red arrow points to the 'Employee' tab. Below the tabs, there are three columns of text describing the actions available for each tab. The 'Employee' column includes actions like 'Enter hours on Time Sheets', 'Request Time off', and 'View or change your benefits information'. At the bottom of the page, there is a 'RELEASE: 8.5.2' label on the left and a 'SITE MAP' link on the right. The SUNGARD HIGHER EDUCATION logo is in the bottom right corner.

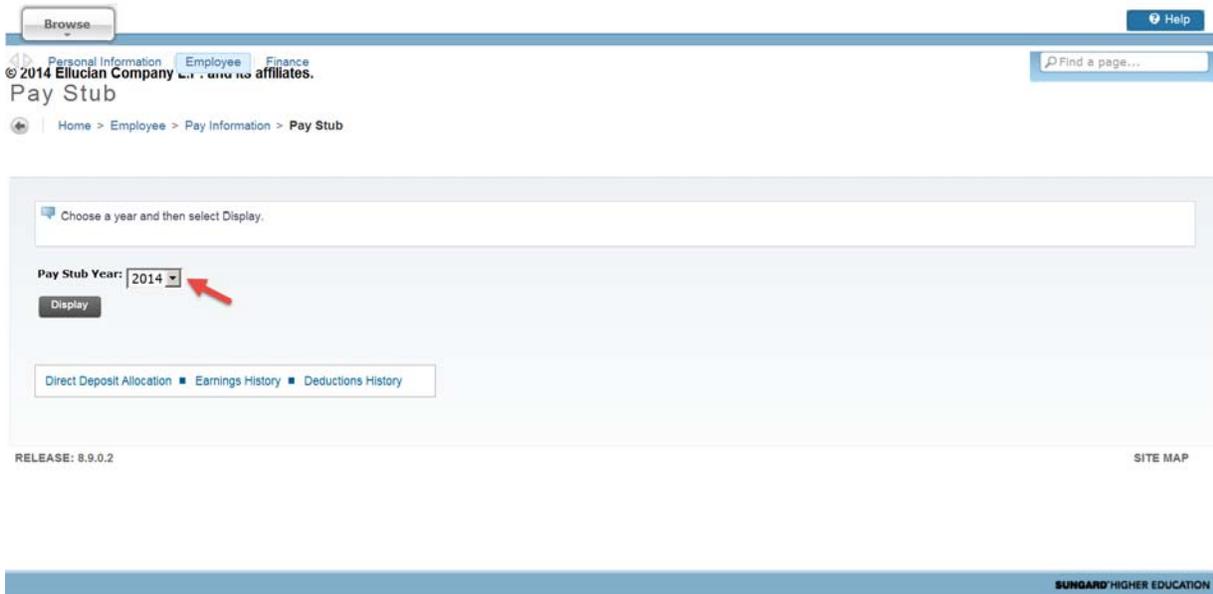
Click on Pay Information

The screenshot shows the SUNGARD HIGHER EDUCATION portal with the 'Employee' tab selected. The breadcrumb navigation shows 'Home > Employee'. Below the main tabs, there is a grid of sub-tabs. A red arrow points to the 'Pay Information' sub-tab. The 'Pay Information' sub-tab is expanded, showing a list of options: 'Direct Deposit Allocation', 'Earnings History', 'Earnings by Positions', and 'Pay Stub'. The 'Pay Stub' option is highlighted with a red arrow. The SUNGARD HIGHER EDUCATION logo is in the bottom right corner.

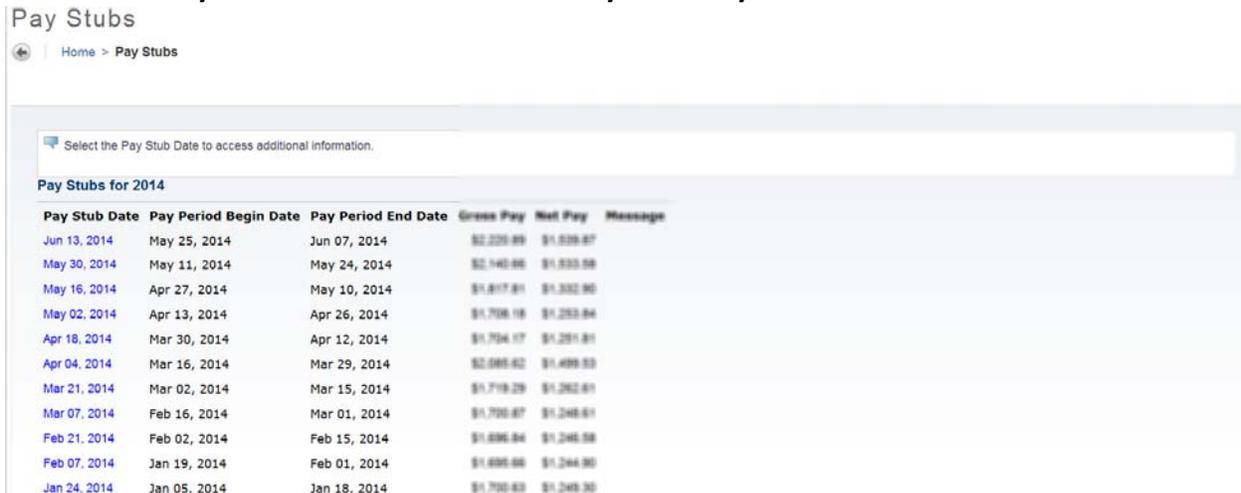
Click on Pay Stub

This is a close-up view of the 'Pay Information' sub-tab. It shows a list of options: 'Direct Deposit Allocation', 'Deductions History', 'Earnings History', 'Earnings by Positions', and 'Pay Stub'. A red arrow points to the 'Pay Stub' option, which is highlighted with a blue background.

Select the Year of the Pay Stub you want to Print from the drop down and Click on Display



Click on the Pay Stub Date of the Pay Stub you want to Print.



Beneath your Pay Stub, Click on the Printer Friendly Button



With the Printer Friendly view open, press Ctrl+P or Print from the Internet Tool Bar. Select the Printer and Click Print



Please contact the Payroll Department if you have any questions or concerns.

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