

Dear MSM Employees:

As part of the improvements in the Division of Finance/Payroll Operations, we are implementing new initiatives with **Electronic Pay Statements** and **Self Service Banner**.

Effective pay date **August 22, 2014**, your pay statement will be sent electronically to your email two days before the regularly scheduled pay date. Instructions for accessing your pay statement will be provided in the secured email you receive. Paper pay statements will continue until August 22, 2014.

Self Service Banner gives you immediate access to your Pay Information, including: Direct Deposit Allocations, Earnings History, and Pay Stubs.

With these features, the MSM Payroll Office will be going **“green”**. Paystubs will only be available by **Electronic Pay Statements** and in **Self Service Banner**.

Employees that receive ‘live’ checks will continue to retrieve them from the MSM Payroll Office, located on the main campus in the Harris Building Room 128, on payday.

All Employees are encouraged to set up Direct Deposit for ease, convenience, and security.

A sample of the **Electronic Pay Statement** and instructions to access **Self Service Banner** are attached. The bottom of your **Electronic Pay Statement** will include your leave balances as of the end of the pay period. For current leave balances please access the **Kronos Timekeeping and Attendance** system.

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

