Instructions for Accessing Electronic Pay Stubs

www.admin.wpi.edu – go to Banner Web/Employee Self Service

Banner

- BannerWeb (SelfService)
- Banner Production Forms (INB)
- MAPS Server (Argos/Intellecheck)
- OracleBI Discoverer
- Other Banner Options
- Banner Finance Users Guide

STEP II

You may use your user ID, WPI ID or social security number for your username, the password is either a password or a 6 digit PIN (please contact HR at ext. 5470 for a PIN #)

Members of the WPI Community may now Login to the WPI Web Information System using any of the following:

- Windows Username and Password
- Social Security Number and PIN
- WPI ID and PIN (Faculty may use their WPI assigned initials)

Please note: Your PIN is a maximum of 6 alpha-numeric characters.
Click here if you have forgotten your PIN.

Between 2 a.m. EST and 5:30 a.m. EST the server may be unavailable.

To protect your privacy, please Exit and then close your browser when you are finished.

** Tuition Bills and Payment Options **

Look at your latest invoices and account information by selecting the Student Services tab and choosing the option titled e-Bills and e-Payments or Click here to make payment without a WPI PIN

User ID or Windows Username: 
PIN or Windows Password: 

Login  Forgot PIN?  Click Here for Help with Login?
STEP III

Click on either Employee tab:

Welcome, [username] to the WWW Information System! Last W

Sign Up Now to Update Crisis Contact Information
** New ** Maintain contact information to be used in the event of a crisis situ

Student Services & Financial Aid
Registration, enrollment, course schedule, academic records, student accounts, billing & payments, r

Personal Information
Set up Computer Accounts; Change your PIN; set up, view or update your address(es), phone numb; number change information.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Financial Information Menu
Query budget or grant balance and transaction detail.

WPI Homepage

STEP IV

Click on Pay Information:

Employee

Benefits, Deductions, and Beneficiaries
This link allows you to view your benefits information (e.g. health, dental, retirement, etc.) and update your beneficiaries.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form or T4 Form.
**STEP V** Pay stubs:

**Pay Information**

- **Pay Stubs**: View your pay stubs for each pay period during the year selected.
- **Earnings History**: View your earnings history. It can be for a one-month period, or can be for several months at a time.
- **Deduction History**: View your deductions history. It can be for one-month period, or can be for several months at a time.
- **Direct Deposit Breakdown**: View your current direct deposit account information.

**STEP VI** Select Year and click display:

**Select Pay Stub Year**

Select a year for which you wish to view your pay stubs and then click Display.
Click on any of the pay stub dates to view that pay stub:

**View Pay Stub Summary**

<table>
<thead>
<tr>
<th>Pay Stub Date</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 30, 2009</td>
<td>Sep 01, 2009</td>
<td>Sep 30, 2009</td>
</tr>
<tr>
<td>Jul 31, 2009</td>
<td>Jul 01, 2009</td>
<td>Jul 31, 2009</td>
</tr>
<tr>
<td>May 29, 2009</td>
<td>May 01, 2009</td>
<td>May 31, 2009</td>
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<td>Feb 28, 2009</td>
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<tr>
<td>Jan 30, 2009</td>
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</tbody>
</table>

Please contact The Office of Human Resources at ext. 5470 or The Office of Payroll at ext. 5304 with any questions.