

Instructions for Accessing Electronic Pay Stubs

STEP I

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:

[Main Menu](#) [Student Services & Financial Aid](#) [Personal Info](#) [Employee](#) [Finance](#)

Search

Welcome, [REDACTED], 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.


Pay Stub Year: ←

←

STEP VII

Click on any of the pay stub dates to view that pay stub:

View Pay Stub Summary

 Click on the Pay Stub Date to view the Pay Stub.

Pay Stubs for 2009

Pay Stub Date	Pay Period Begin Date	Pay Period End Date
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Sep 30, 2009	Sep 01, 2009	Sep 30, 2009
Aug 31, 2009	Aug 01, 2009	Aug 31, 2009
Jul 31, 2009	Jul 01, 2009	Jul 31, 2009
Jun 30, 2009	Jun 01, 2009	Jun 30, 2009
May 29, 2009	May 01, 2009	May 31, 2009
Apr 30, 2009	Apr 01, 2009	Apr 30, 2009
Mar 31, 2009	Mar 01, 2009	Mar 31, 2009
Feb 27, 2009	Feb 01, 2009	Feb 28, 2009
Jan 30, 2009	Jan 01, 2009	Jan 31, 2009

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