HOW TO VIEW YOUR PAY STUB ON-LINE
(STANDARD OPERATING PROCEDURE)

You first need to establish an employee ID# or a personal ID# (PIN) in order to see your pay stub on-line.

EMPLOYEE ID NUMBER

For Students and Miscellaneous Wage Employees Only

Your individual employee ID number will be established when you complete the “On-Boarding” process. You will use this number to swipe in and swipe out (of the computer) each day in order to view your pay stub.

PERSONAL IDENTIFICATION NUMBER (PIN)

- Professional and Salaried Staff Employees need to make an appointment with Jo Alice Casapulla (831-1522) in order to choose a PIN.

- Students, Miscellaneous Wage, Shops, Grounds- Sheila Boyle (831-1732) and Custodial Employees, Miscellaneous Wage, Students need to make an appointment with Kathy Michael (831-2622) in order to choose a PIN.

Follow the instructions below for easy access:
On the Home page click “Faculty & Staff” tab then click “Web Views” tab this will bring you to the following screen:

This is the UD Central Authentication Service Screen: enter your UD ID: then PIN:
Select the “Self-Service Views” scroll down and choose “Pay Stub View” and that will Bring you to your pay stub view.