



University of Dayton pay stubs are 'going green' effective Fall 2012

As part of continuing efforts to promote sustainability, conserve resources across the University as well as utilize the Banner ERP system to its fullest capacity, the Payroll Office and Human Resources are pleased to announce that in conjunction with a recent Banner upgrade, employee pay stubs will be available exclusively online via Porches and Banner Employee Self Service.

Distribution of paper pay stubs will be discontinued for all employees who are on direct deposit effective October 10th for Semi-Monthly and September 28th for Bi-Weekly. This will relieve staff of the need to sort, stuff and distribute pay advices and reduce the number of misplaced pay stubs when an employee is off work.

Employees have always had the ability to view their paystub, as well as leave balances and benefits via the Employment Details channel on the Porches - HR Connections tab. However, the Banner upgrade provides an enhanced online pay stub and permits UD employees to view and print 'official' pay information at their convenience whether at work or in the comfort of their home. The following link

http://www.udayton.edu/hr/resources/documents/View_and_Print_Paystub.pdf

provides step-by-step instructions for viewing and printing your paystub.

Employees without access to a home and/or work computer, may visit the Human Resources office in St. Mary's, Room 118 and use one of the two available work stations to view and print their pay stub.