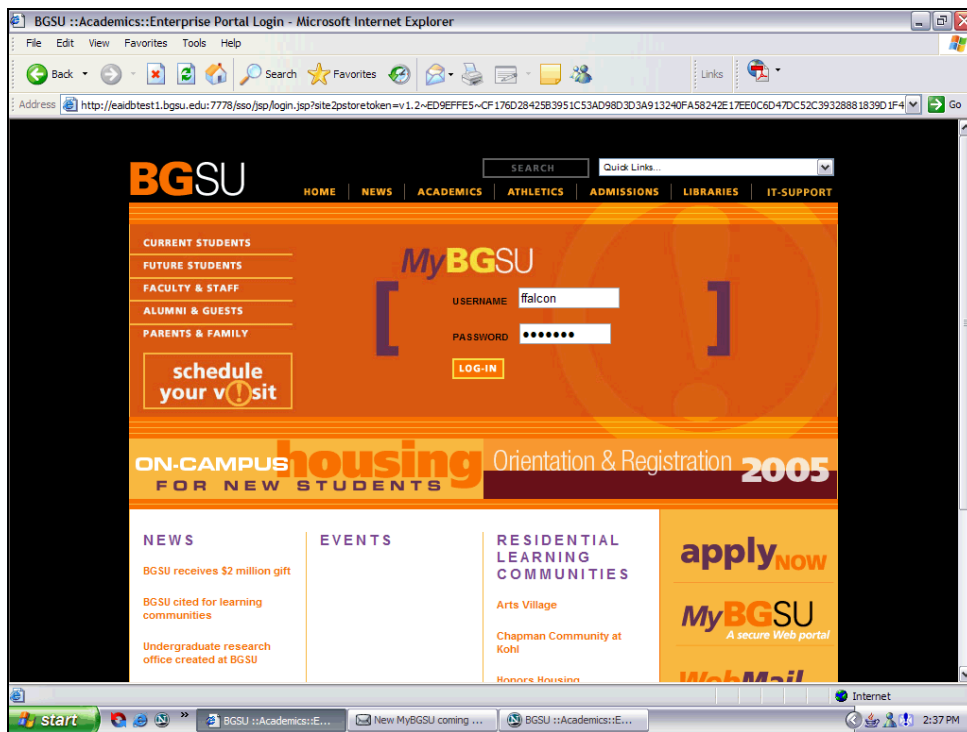




View/Print Online Paycheck

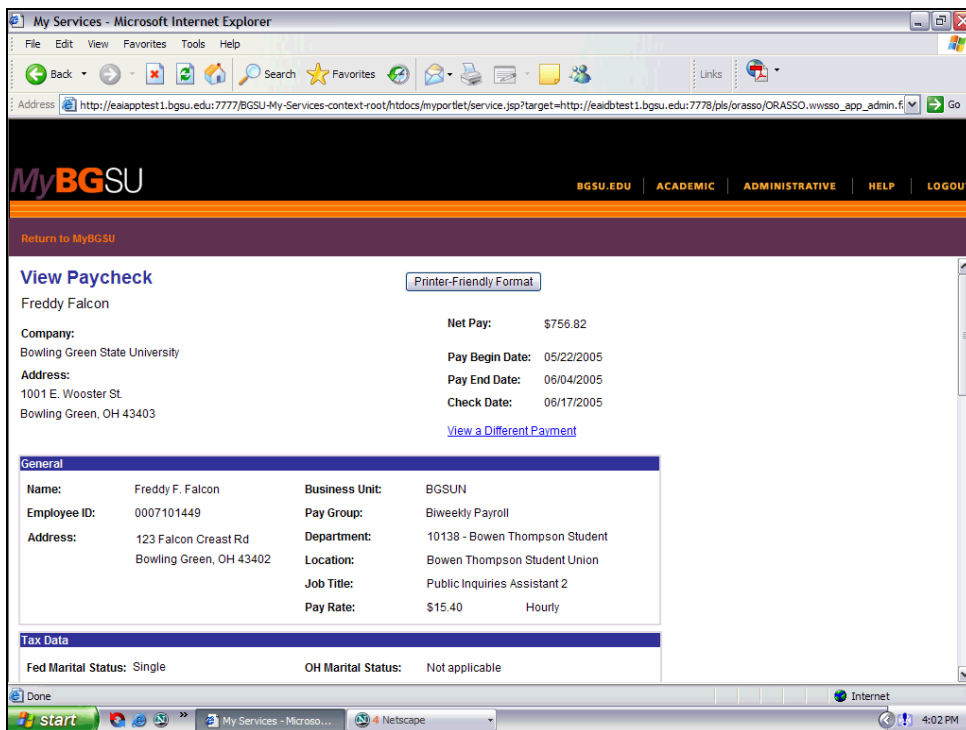
To view or print your paycheck, you will need to open Internet Explorer and go to <http://my.bgsu.edu>. Sign in to myBGSU with your BGNet userid (the part of your email address that appears before the @ symbol), and BGNet password.


If you do not have a BGNet account or have forgotten your password, you will need to contact the Technology Support Center for assistance.

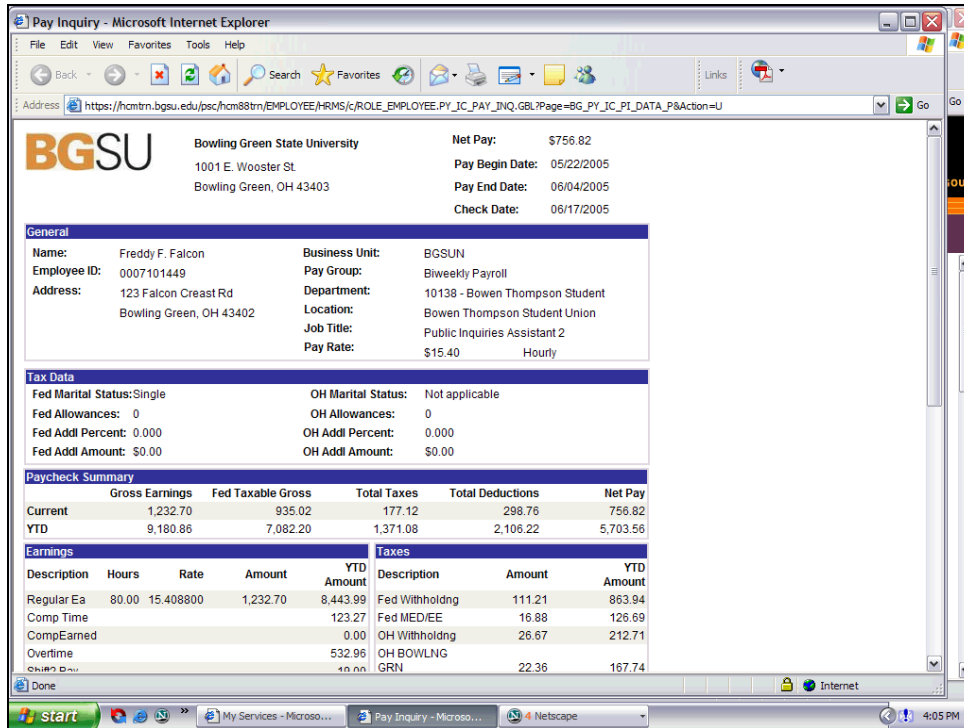
- Walk in support is available at 110 Hayes Hall.
- Telephone support is available at 419-372-0999 and 419-372-9499 (fax).
- Email support is available by sending mail to tsc@bgsu.edu.
- For information on hours, refer to the TSC website at <http://www.bgsu.edu/its/tsc>.




Step	Action
1.	Once you have entered your BGNet Username and password, click the Login button to enter the BGSU Portal. 
2.	Click on the View Paycheck link. Note: Employees who had formerly received more than one paycheck or stub due to multiple appointments will now see all information for a given pay period consolidated on one online paycheck. 



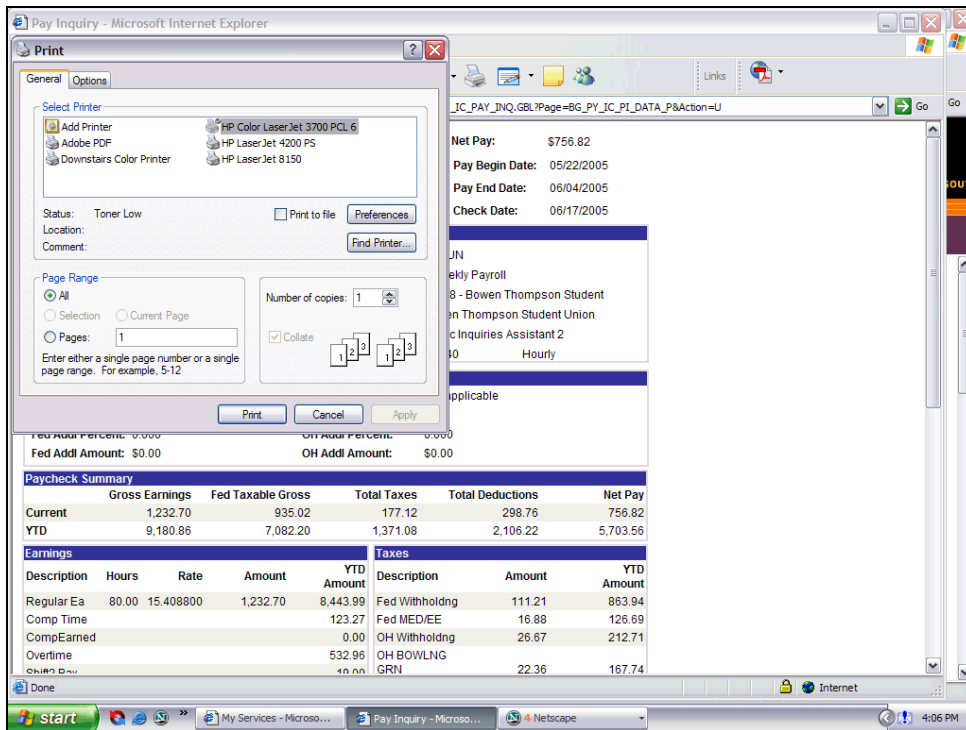
Step	Action
3.	Your paycheck appears on the screen. You will have a lot of information here and may have to scroll down to see all the available pay and benefits information.
4.	Though your online paycheck may be available earlier, leave balances and other pay information will be finalized on the paycheck date listed at the top of the page. If you want to print your paycheck on or after this date for your records, scroll to the top of the screen.
5.	If you want to print the pay information for your records, a format has been supplied so that it prints more easily without the myBGSU backdrop. Click the Printer-Friendly Format button. 

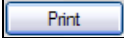



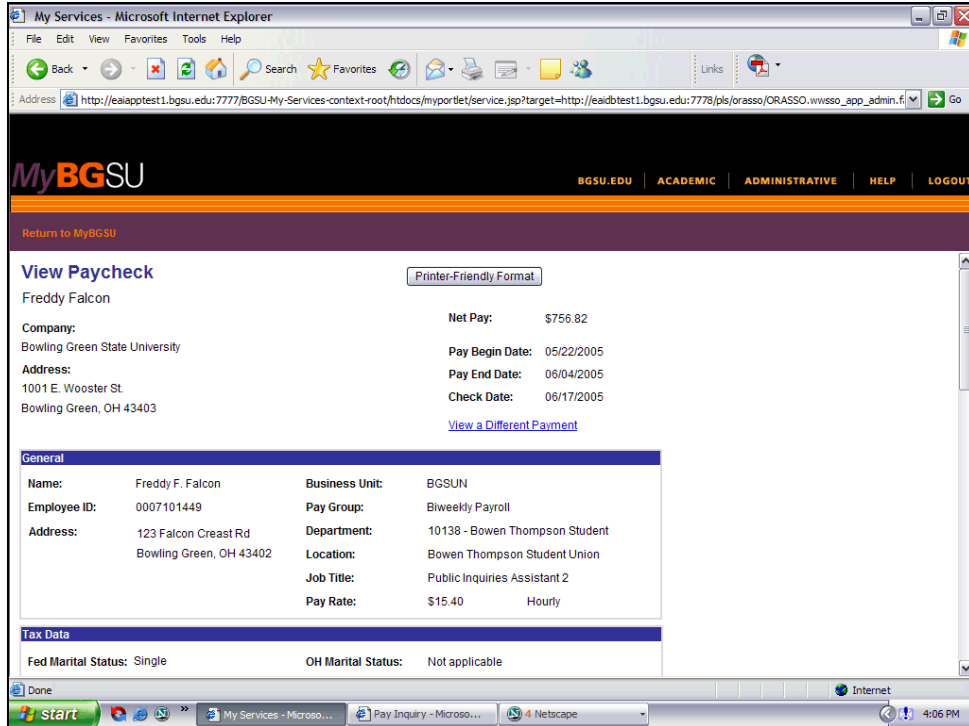
Step	Action
6.	<p>A new browser window pops up with the printer-friendly format.</p> <p>Note: if you have a pop-up blocker enabled, it will interfere with this function -- you will need to allow pop-ups.</p> <p>Click the File menu.</p> <p><input type="button" value="File"/></p>

 There are many different kinds of pop-up blocking software programs. Windows users who have the most up-to-date version of Internet Explorer can go to Microsoft's support website to find out how to change the settings to allow popups from <http://my.bgsu.edu>. Yahoo! and Google both make toolbars that block pop-ups, plus many internet service providers have their own pop-up blocking software. Please check the support site for your particular software to find out how to change the settings.

Step	Action
7.	<p>Click the Print... menu.</p> <p><input type="button" value="Print..."/> Ctrl+P</p> <p><i>or</i></p> <p>Press [P].</p>



Step	Action
8.	<p>Make sure the printer nearest you is selected. Click the Print button.</p>  <p>or</p> <p>Press [Alt+P].</p>
9.	<p>When you are done with the printer-friendly format, you will need to close its browser window. Click the Close button.</p> 



Step	Action
10.	So far, you have seen how to view your most recent paycheck. You can also view past payments. Only payments made after the PeopleSoft conversion will be available to view here. Click the View a Different Payment link. View a Different Payment
11.	Select the paycheck you would like to view. They appear in reverse chronological order: The most recent payments appear first followed by older payments. Click the View Paycheck link. 2005-05-21
12.	Only your current paycheck will display year-to-date information and leave accruals. Otherwise, similar information is displayed for past and current paychecks.
13.	When you have finished looking at your pay information, log out of the portal by clicking the Logout button. LOGOUT
14.	Make sure to quit all web browsers (Internet Explorer, Netscape, etc.) to protect the security of your data. On a PC, you can just close all the browser windows, but on a Mac, make sure to Quit from the browser. Also, if you have printed your paycheck, don't forget to pick up your printout! End of Procedure.