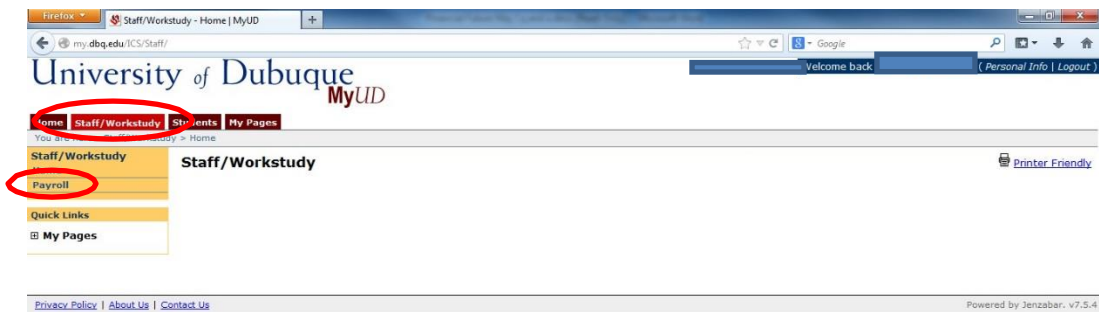


MYUD Payroll information

1. MY.dbq.edu
2. Login using your network login and password
 - a. Your network login is your first initial and your last name. Example: John Doe would be jdoe
 - b. Your password is your initials (first, last; lower case), followed by your ID#, and then an exclamation point. Example: jd12345!
3. Once logged in, click on “Staff/Workstudy” near the top of the screen
 - a. Ignore the message stating, “You are not authorized to use this portlet; It is only available to users in certain roles within the portal”
4. Next, click “Payroll” from the left navigation bar



5. Next, you will see the Payroll, Employee information screen below
 - a. Choose “Review your pay statements” to review your pay stubs
 - b. Choose “Review your deduction information” to review your deductions (flex, retirement, etc...)
 - c. Choose “Review your position information” to review your current pay rate/salary
 - d. Choose “Review your tax information” to review your tax information (Fed, FICA, State, etc...)
 - e. Choose “Review your time off accrual” to review sick and vacation time accrual hours

