

## How to access your paystub through Employee Self-Service

- Go to <u>www.mun.ca</u> and click on Log In. Select <u>my.mun.ca</u>. Use your MUN login ID or university email along with your password to sign in. If you are unsure about how to login, please click on "Can't login?" at the bottom right of the screen for assistance.
- Select the following tabs:
  - o Employees

MEMORIAL UNIVERSITY	ту.тип.са	
Home	<b>Students</b>	Employees

• Current Pay, Leave, Equity and Employee Self Service Data



• Employee Services



• Pay Information



- Direct deposit allocation, «
  Tax Forms
  - View T4/T4A tax slips.
- Click on Pay Stub and select the year you would like to view. All paystubs from 2013 to current are available. On the next screen, select the specific pay period you would like to view.
- Click on Printer Friendly at the bottom of the screen if you would like to print your stub.
  If nothing happens, you need to turn off your pop-up blocker. If you need assistance with turning off your pop-up blocker, please contact the ITS Help Desk at 864-4595.