Online Pay Statement

Employee Self-Service Instructions

Pay stubs are available through **InsideND** (inside.nd.edu), the University's employee self-service website. Online pay stubs provide information for the pay period selected and year to date totals.

What You'll Need

- Your active **NetID** and **password.** If you do not know these, please contact the OIT Help Desk at (574) 631-8111 for assistance.

Accessing & Printing Online Pay Statement Instructions

- Go to **InsideND** (**inside.nd.edu**) to login with your NetID and password.
- Search for and click on the **Pay Statement** task.
- Click on the **All Pay Stubs** link.
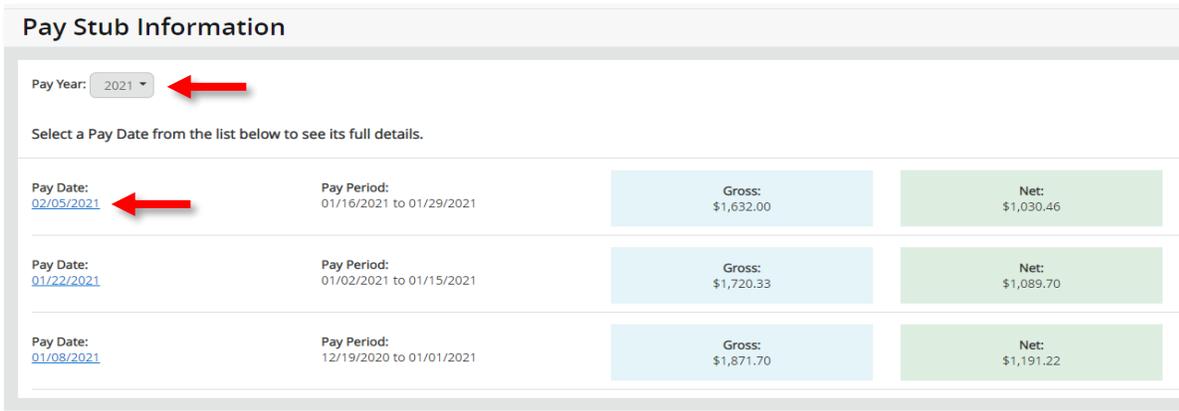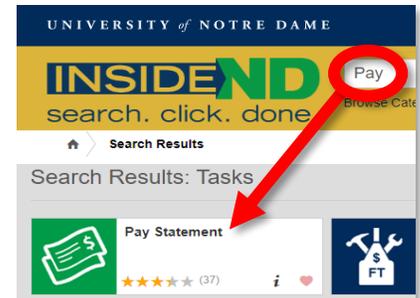
a) Use the dropdown to select the Pay **Year** for which you wish to view your pay stubs.

b) Click on the underlined **Pay Date** to view the Pay Stub for the desired Pay Period or adjustment. This allows you to **View** the pay stub on the screen.

c) If you wish to **Print** your pay stub, click on **Printer Friendly** in the upper left corner of the screen.
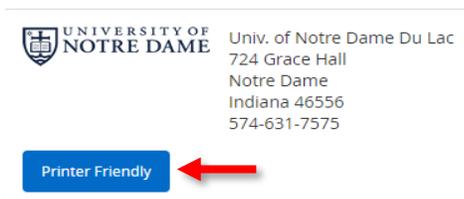
- From the printer friendly view, either **right click** to select Print or **print from your browser**.

If you have questions, please contact Payroll Services at (574) 631-7575 or payroll@nd.edu