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.

Employee Dashboard New!						
Test Test	NDID:					
Leave Balances as of 09/2 Vacation in hours 209	3/2021: 9.62 - 56 (Pending)					
Pay Information						
Last Pay Date: 09/15/2021 Last Pay Stub	All Pay Stubs Deductions History Earnings by Position	Direct Deposit Information Earnings by Date Range				



	Pay Stub Information					
a)	Pay Year: 2021 -					
	Select a Pay Date from the list below to see its full details.					
b)	Pay Date: 02/05/2021	Pay Period: 01/16/2021 to 01/29/2021	Gross: \$1,632.00	Net: \$1,030.46		
	Pay Date: 01/22/2021	Pay Period: 01/02/2021 to 01/15/2021	Gross: \$1,720.33	Net: \$1,089.70		
	Pay Date: 01/08/2021	Pay Period: 12/19/2020 to 01/01/2021	Gross: \$1,871.70	Net: \$1,191.22		

- 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**.

