

Online Pay Statement

Employee Self-Service Instructions



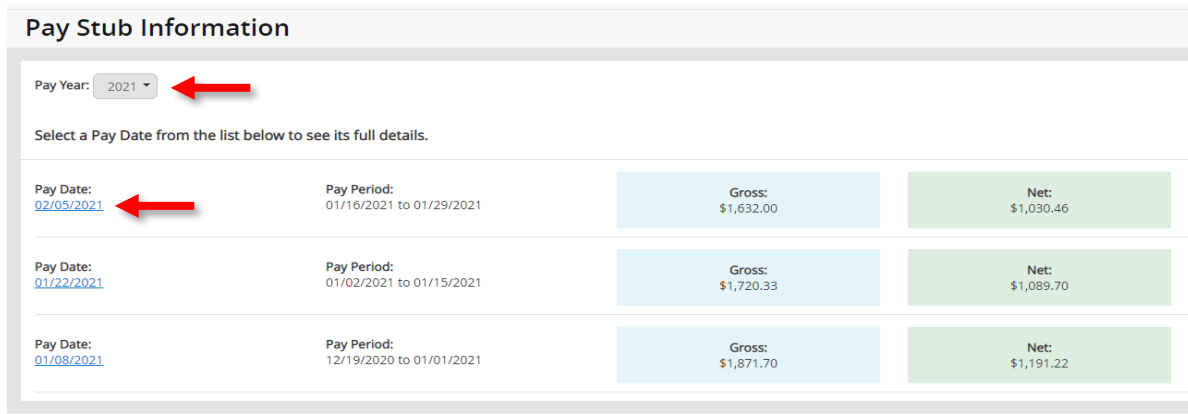
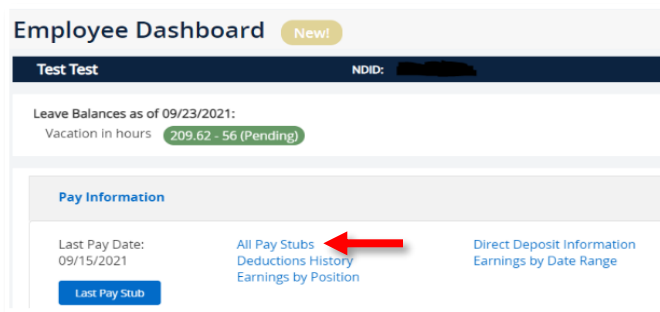
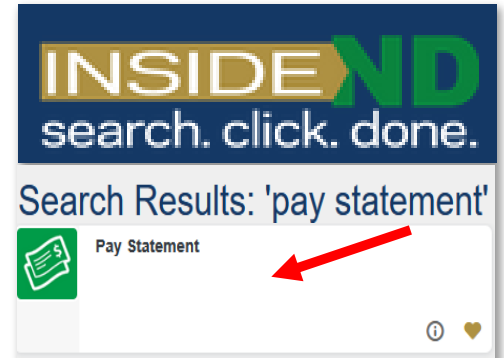
Pay stubs are available through **InsideND** (inside.nd.edu), the University's employee self-service website. Online pay stubs provide information for the pay period selected and year to date totals.

What You'll Need

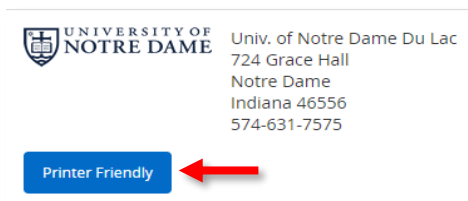
- Your active **NetID** and **password**. If you do not know these, please contact the OIT Service Desk at (574) 631-8111 for assistance.

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.



- Use the dropdown to select the Pay **Year** for which you wish to view your pay stubs.
- 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.
- 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**.