

ON-LINE PAY STUB INSTRUCTIONS

To access your pay stub on-line you will need to enter a secure area on the CSB/SJU website using your Banner ID (the number on your ID card) and a Web Security Code (WSC), commonly referred to as a “pin” number. The very first time you login you will be prompted to change your WSC code. The WSC code must be six (6) characters long and can be *any* combination of letters and/or numbers.

Viewing current (and previous) pay stubs:

- Go to the CSB/SJU home page. If you are accessing the site from home or a different offsite computer the address is: www.csbsju.edu.
- Click once on the “A-Z Index” located on the blue bar on the left of the screen
- Click once on the letter “B” under the “A-Z Index” toward the top of the page
- Click once on the “Banner Web Self Service” located in the left column
- Click once on “Enter Secure Area (All other users)”
- Enter your nine digit Banner ID number
- Tab to WSC number and enter the number you were assigned (if after your first time in Banner Web Self Service you have forgotten your WSC number follow the directions under “Forgot your WSC” provided later in these instructions- read them carefully)
- Click the “login” button once to submit.

YOU WILL BE REQUESTED TO DO THE FOLLOWING BOXES *ONLY* THE FIRST TIME YOU LOGIN:

- Once you click the “login” button, you will be prompted to change your WSC code only the first time you login.
- The next screen the Login Verification Change WSC will tell you “Your WSC has expired. Please change it now.” On that screen you will be asked to:
 - “Re-enter Old WSC” (the number you were assigned) Click once into the box and type in the WSC number you were assigned by Human Resources
 - Tab to the next box that says “New WSC” create a new six digit combination (can be all numbers or letters or a combination) that you will remember
 - Tab to the next box that asks you to “Re-enter New WSC” and re-type the same number/letter combination you typed in the previous box
 - It is important that you remember your new WSC number***
- Click once on the “login” box to submit the information
- The next screen is the Login Verification Security Question and Answer which will allow you to create a question, an answer, and reset your WSC number in the event you forget it in the future. The security question and answer are not related to your WSC number in any way. It is meant to verify that it is you. A couple of examples of questions you could ask are: What is your mother’s maiden name? What is your pet’s name? Again, your security question and answer are to verify that it is you and is not related to your WSC number.
- You will be asked to :
 - Enter a question that you will be asked to help jog your memory on the password (click once in the box to begin typing)
 - Tab to the “answer” box and type in the answer
 - Click once on the “login” box to submit the information

*******END OF FIRST TIME ONLY INSTRUCTIONS*******

Once you are in the secure area:

- Click once on the grey “Employee” tab, this will bring up the selections for pay information and leave balances. Pay information includes earning history, pay stub, & deduction history
- To view pay stubs click once on “Pay Information (earnings and deductions history or pay stubs)”
- Click once on “Pay Stub” to view pay stub information
- Choose the year you wish to view by selecting the arrow on the drop down box and click the “Display” button once
- Click once on the date of the pay stub you wish to view
 - This screen should mirror the hard copy pay stub, providing the detailed specifics of benefits and deduction. You may need to use the scroll bar on the right side of the screen to all data. Text that is highlighted can be clicked on to review additional information related to that payroll.
- If you’d like to print the on-line pay stub go up to the bar at the top of the screen
- Click once on “file”
- Move mouse down to “print” and click on it once
- The print screen will be displayed (the screen will tell you which printer it will print at-be sure you know where your pay stub will print)
- Drag arrow over to the “okay” button and click once (retrieve pay stub from printer)

To exit the screen:

- Once you are done looking and/or printing your pay stub you need to close out of the window
- Click once on the word "exit" that appears on the top right of the screen under the heavy black line. ***If you fail to do this your pay information will remain up on the screen for others to view causing a breach in security and confidentiality.***

PLEASE NOTE: If you forget your WSC number you will be given the option to answer a security question you previously established so you will want to keep that in mind. If you cannot answer your security question you can select to "Reset Self Service WSC."

Forgot your WSC (Pin) number?

- On the "logging into Banner Self Serve" screen, click into the "ID Number" and enter your nine digit Banner ID number
- At the bottom of the screen you are given two choices under "Forgot WSC?" One choice is to answer the security question you previously created; the other choice is to reset the WSC number

Option #1 Answer the Security Question

- Click once in the "Forgot WSC?" box
- The next screen will provide the question you previously created
- Click once in the "answer" box to type your answer
- Click once on "submit answer"
- You are told that your WSC must now be reset and to change it now
- Create and enter "new WSC number" (it must be six digits either all numbers or alpha or combination) ***It is important that you remember your new WSC number***
- Tab to the box that says "re-enter new WSC "
- Click once on "Reset WSC" tab
- You will be brought to the Main Menu, follow the instructions under "Once you are in the secure area" from this point forward

If you cannot correctly answer the security question after three (3) attempts you will receive the following message:
"Your Banner Self-Service access has been disabled. You can reset your WSC by clicking on the link below and carefully following the instructions on the next screen and in the e-mail you receive.

[Click Here to Reset Self Service WSC.](#) If you encounter problems, please e-mail the Help Desk at helpdesk@csbsju.edu. Thank you."

Option #2 If you know you cannot answer the security question and need to reset your WSC

- If you know you cannot answer your security question "Click Here to Reset Self Service WSC"
- Click once in the box that asks for the last four (4) digits of your social security number
- Tab to the next box, enter the first five (5) letters of your last name
- Click once in the "Submit" box
- You will promptly receive an e-mail from IT Services with very detailed instructions
- Open the e-mail from IT and follow the instructions as provided ~ **carefully read and follow the instructions before proceeding** (you may want to print them)
- If you follow the instructions as directed you will be brought to the "Main Menu" screen
- Follow the steps in these instructions under the "Once you are in the secure area"