

HOW TO VIEW YOUR PAY STUB, ETC.

1. Log on to WINGS using your campus username (w0*****) and password.
2. Click on the WINGS Express icon near the top right of the WINGS page.
3. Log on to WINGS Express using your UID (U0*****) and PIN.
 - a. The first time you log on, your PIN should be your birthday (MMDDYY).
 - b. You will be required to change this immediately.
 - i. This PIN must be 6 digits long.
 - ii. This PIN may include numbers or be alpha-numeric.
 - c. You will also be required to supply a security question that will be used to verify your identity upon a request for your PIN should you forget it.
 - i. Make sure that your question does not have more than one possible answer.
 - ii. Make sure that you will be able to easily remember the answer to the question.
4. Select “Employee” from the available tabs or the main menu.
5. Select “Pay Information” from the Employee menu.
6. Select “Pay Stub” (or other desired category) from the Pay Information menu.
7. Select the year (2006) from the drop down menu and click “Submit.”
8. From the list of pay stub dates, select the link to the date you wish to view.

NOTE: This pay stub looks quite different from our previous pay advices. Some information that previously was not included will show here. (For example, how pay is divided for accounting purposes to show pay for any university holidays as separated out from our normal salary amounts, and individual and university total contributions per month to such things as retirement, health insurance, life insurance, etc.)