Payroll Activities - Viewing Employee Paychecks (as a Department Representative)

Objective

The purpose of this tutorial is to outline the process for department representatives to use when accessing employee paychecks.

1. Log into the myFSU Portal
2. Click on the Faculty & Staff tab
3. Click on the HR icon to navigate to HR.
4. Click on the Main Menu
5. Click the Payroll for North America link.
6. Click the Payroll Processing USA link.
7. Click the Produce Payroll link.
8. Click the Review Paycheck Summary.
9. Enter the employee's employee ID into the EmplID field.
10. Click the Search button.
11. Select the Pay Period Ending Date of the check to be viewed
12. Click the arrow next to **Earnings, Deductions**, and/or **Taxes** to expand the information associated with each Tab.

13. Click "Return to Search" to view another check.