

Updated November 3, 2010

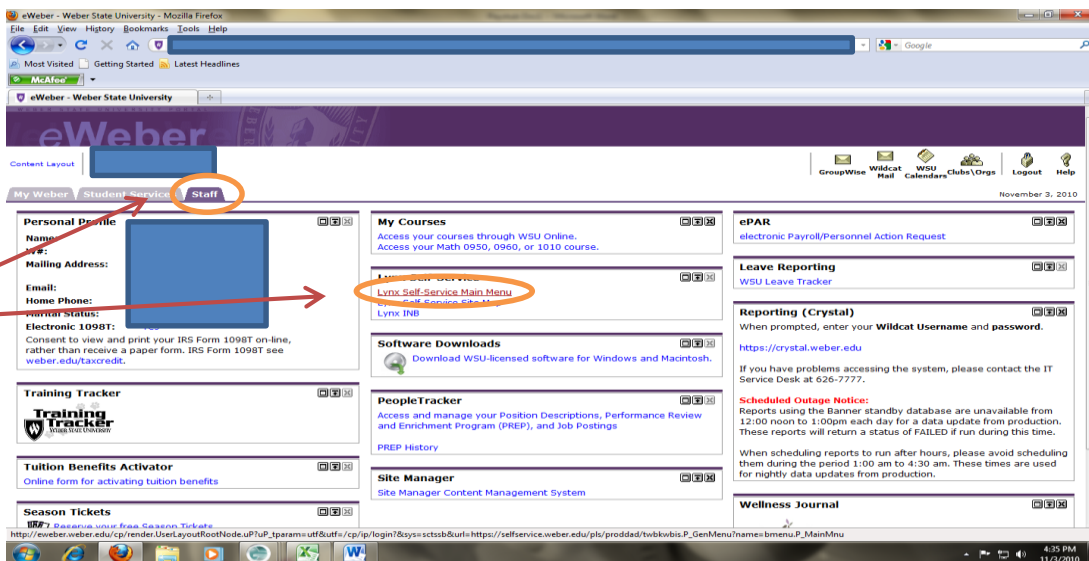
Retrieving a Pay Stub Using Lynx Self Service

The following is a series of screen prints detailing the steps involved in viewing and printing an employee paystub.

Enter your Wildcat username and password and click "Submit"



Select the "Staff" or "Faculty" tab and click on the "LYNX Self Service Main Menu"



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Main Menu - Mozilla Firefox

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weber.edu https://selfservicetest.weber.edu/pls/btstdad/twbkwb...

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WSU Faculty and Staff Portal Main Menu

WEBER STATE UNIVERSITY

Sign Out Help

Welcome, [redacted] to Weber State's Lynx System!

Find a page...

Select Employee

Personal Information Alumni and Friends Student and Financial Aid Employee Finance

View information or marital status, review name or social security number change information.

Apply for Admission, Register, View your academic records and Financial Aid

Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data

Create or review financial documents, budget information, approvals.

RELEASE: 8.3

Last web access on Oct 04, 2010 at 11:34 am | SITE MAP

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Done

Employee - Mozilla Firefox

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WSU Faculty and Staff Portal Employee

WEBER STATE UNIVERSITY

Sign Out Help

Welcome, [redacted] to Weber State's Lynx System!

Find a page...

Select Pay Information

Home > Employee Main Menu

Personal Information Alumni and Friends Student and Financial Aid Employee Finance

Benefits and Deductions Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.

Pay Information View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Start or Modify Direct Deposit

Tax Forms Change W-4 information; View your W-2 Form, Electronic W-2 Consent

Current and Past Jobs

Time Off Current Balances and History

Benefit Statement Benefit Statement

Building/Room Access Request Request Building/Room Electronic/Key Access

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Pay Information - Mozilla Firefox

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WSU Faculty and Staff Portal

Pay Information

WEBER STATE UNIVERSITY

Sign Out Help

Welcome, [redacted] to Weber State's Lynx System!

Find a page...

Home > Employee Main Menu > Pay Information

Personal Information Alumni and Friends Student and Financial Aid Employee Finance

Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Start or Modify Direct Deposit

Tax Forms
Change W-4 information; View your W-2 Form; Electronic W-2 Consent

Current and Past Jobs

Direct Deposit Breakdown

Earnings History

Deductions History

Modify or set up Direct Deposit

Pay Stub

Time Off Current Balances and History

Benefit Statement
Benefit Statement

Building/Room Access Request
Request Building/Room Electronic/Key Access

SUNGARD HIGHER EDUCATION

javascript:void(0)

3:40 PM 11/3/2010

Mozilla Firefox

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weber.edu https://selfservicetest.weber.edu/pls/

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WSU Faculty and Staff Portal

https://selfservi...paystub.get_year x

WEBER STATE UNIVERSITY

Sign Out Help

Personal Information Alumni and Friends Student and Financial Aid Employee Finance

Home > Employee Main Menu > Pay Information > Pay Stub

Pay Stub Year: 2010

Display

[Pay Information Menu]

RELEASE: 1.0

SITE MAP

SUNGARD HIGHER EDUCATION

Done

3:41 PM 11/3/2010

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Mozilla Firefox

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weber.edu https://selfservicetest.weber.edu/pls/

WSU Faculty and Staff Portal x https://selfservi...p_paystub_dates x

WEBER STATE UNIVERSITY Sign Out Help

Browse

Personal Information Alumni and Friends Student and Financial Aid **Employee** Finance Find a page...

Home > paystub

Pay Stub Date	Pay Period Begin	Pay Period End	Gross Pay	Net Pay	Pay Type
01-OCT-10	16-SEP-10	30-SEP-10			
17-SEP-10	01-SEP-10	15-SEP-10			
03-SEP-10	16-AUG-10	31-AUG-10			
18-AUG-10	01-AUG-10	15-AUG-10			
03-AUG-10	16-JUL-10	31-JUL-10			
16-JUL-10	01-JUL-10	15-JUL-10			
30-JUN-10	16-JUN-10	30-JUN-10			
18-JUN-10	01-JUN-10	15-JUN-10			
03-JUN-10	16-MAY-10	31-MAY-10			
18-MAY-10	01-MAY-10	15-MAY-10			
03-MAY-10	16-APR-10	30-APR-10			
16-APR-10	01-APR-10	15-APR-10			
02-APR-10	16-MAR-10	31-MAR-10			
18-MAR-10	01-MAR-10	15-MAR-10			
03-MAR-10	16-FEB-10	28-FEB-10			
18-FEB-10	01-FEB-10	15-FEB-10			
03-FEB-10	16-JAN-10	31-JAN-10			
15-JAN-10	01-JAN-10	15-JAN-10			

[Change Year]

SUNGARD HIGHER EDUCATION

Done

Click the pay stub you wish to view

Mozilla Firefox

File Edit View History Bookmarks Tools Help

weber.edu https://selfservicetest.weber.edu/pls/btstdad/wpaystub.p

https://selfservi...b.p_paystub_dates x https://selfservi...i.info=201018SM x

Weber State University Pay Stub Summary

Employee	Address	Pay #	Pay Period	Deposit Date

Pay Type	Units	Rate	Amount	Deductions	Current	Year - to - Date
Reg Pay				FICA Ret FICA Med Fed Tax State Tx SuMedPtx EmDenPtx BLtOR50 Auto/Hom FlexHlth Fac/Stf PrTx Dcl		
			Current Gross			
				Deduction Totals		

Direct Deposit Summary

Employer Funded Benefit Information

Benefits	Current	Year - to - Date

Done

A new tab opens allowing you to **view and print** your pay stub. It is suggested to print in landscape for the best results. When done, close tab by clicking on the "X"

Scroll down to see the employer funded benefit information

Updated November 3, 2010

The screenshot shows a Mozilla Firefox browser window displaying the Weber State University self-service portal. The URL bar shows https://selfservicetest.weber.edu/pls/btstdad/wpaystub.p_paystub_dates. The page header includes the Weber State University logo and a navigation bar with links like "Personal Information", "Alumni and Friends", "Student and Financial Aid", "Employee", and "Finance". A "Sign Out" button is circled in orange in the top right corner. A red arrow points from a text box labeled "Click 'Sign Out'" to the "Sign Out" button. Below the navigation bar, there is a table of pay stubs with columns: "Pay Stub Date", "Pay Period Begin", "Pay Period End", "Gross Pay", "Net Pay", and "Pay Type". The table lists pay stubs from 01-OCT-10 to 15-JAN-10. A blue rectangular box is placed over the "Gross Pay" and "Net Pay" columns. At the bottom of the page, there is a footer with the URL https://selfservicetest.weber.edu/pls/btstdad/wpaystub.p_paystub_detail?pi_info=201018SM and the text "SUNGARD HIGHER EDUCATION".

Pay Stub Date	Pay Period Begin	Pay Period End	Gross Pay	Net Pay	Pay Type
01-OCT-10	16-SEP-10	30-SEP-10			
17-SEP-10	01-SEP-10	15-SEP-10			
03-SEP-10	16-AUG-10	31-AUG-10			
18-AUG-10	01-AUG-10	15-AUG-10			
03-AUG-10	16-JUL-10	31-JUL-10			
16-JUL-10	01-JUL-10	15-JUL-10			
30-JUN-10	16-JUN-10	30-JUN-10			
18-JUN-10	01-JUN-10	15-JUN-10			
03-JUN-10	16-MAY-10	31-MAY-10			
18-MAY-10	01-MAY-10	15-MAY-10			
03-MAY-10	16-APR-10	30-APR-10			
16-APR-10	01-APR-10	15-APR-10			
02-APR-10	16-MAR-10	31-MAR-10			
18-MAR-10	01-MAR-10	15-MAR-10			
03-MAR-10	16-FEB-10	28-FEB-10			
18-FEB-10	01-FEB-10	15-FEB-10			
03-FEB-10	16-JAN-10	31-JAN-10			
15-JAN-10	01-JAN-10	15-JAN-10			

[Change Year]



Administrative Services, Human Resources

Office of Workplace Learning
Telephone: (801) 626-7710
FAX: (801) 626-6925
Mail Code: 1016
E-Mail: rccallahan@weber.edu