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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Select Employee

Select Pay Information
Select “Pay Stub”

Choose Year and Click “Display”
Click the pay stub you wish to view

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
Click “Sign Out”