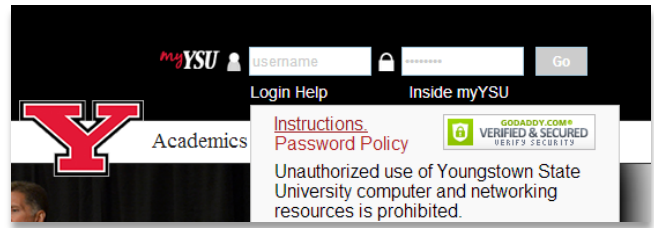


HOW TO SEE YOUR PAY and TAX FORMS!

Your payroll information is available 24/7 via the MyYSU portal. For instructions on accessing the portal, go to <http://www.yсу.edu> and click **Login Help** then click the **Instructions** link.



1. Enter your username, and password (ID and password used for your email)

e-Services for Faculty and Staff

- Banner Self Service
- eCUBE
- Internet Native Banner JPI (Sun Java Plugin)
- JPI Installer
- Library Services
- Starfish
- Blackboard Learn 9

Until further notice, single sign-on to Blackboard is unavailable. When you click the above link, you will be prompted to re-enter your MyYSU login and password in order to access Blackboard.



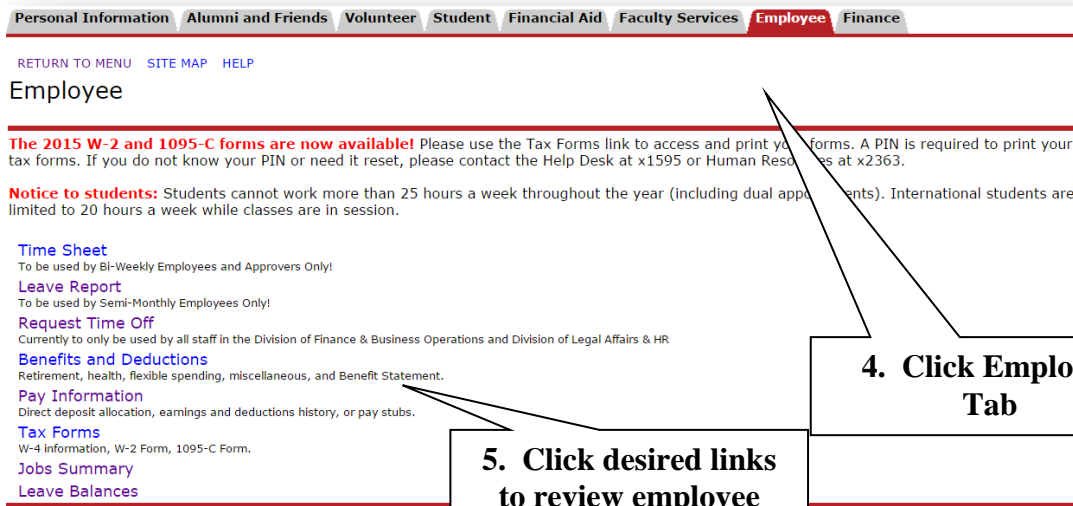
YSU students and employees: Sign up today for YSU Alert, a new campus-wide text-messaging and e-mail system designed to help improve communications during a campus emergency. You must register to take advantage of this important notification service. To register, visit <http://alert.yсу.edu>.

2. Click Go



3. Click Banner Self-Service

• YES - YSU's ERP Solution



4. Click Employee Tab

5. Click desired links to review employee

Data Security--IMPORTANT!!

To prevent unauthorized access to your personal data, do not share your password and be sure to **exit the browser** after reviewing your data and **Logout** of the MyYSU portal.



Over ↗

For technical assistance, including resetting your password, please contact the Tech Desk at (330) 941-1595. For questions concerning your payroll data, please contact the Payroll office at (330) 941-1470.

Revised August, 2016

Frequently Asked Questions (FAQ)

When will I get paid?

The University will process paychecks for *hourly* employees on a bi-weekly basis. All other employees will be paid on a semi-monthly basis—15th and the last day of the month. Please see the [Payroll calendar](#) for the bi-weekly or semi-monthly schedule.

<https://cms.ysu.edu/administrative-offices/controllers/payroll-calendars>

What does the employee percentage of health care cost mean?

Employees contribute to their health care coverage based on their salary. Employees contribute 4.75% of their salary for family coverage; 4.25% for employee plus one coverage or 3.7% of their salary for single coverage. Minimums and maximums do apply.

Why do I see multiple positions when I review my Job Summary information?

Each time a change is made regarding a position, the information is displayed.