



## Access your Earnings Statement Online

You must be signed up for direct deposit to access your earnings statement online.

**Step one:** Navigate to [mysu.oregonstate.edu](http://mysu.oregonstate.edu)

**Step two:** Login using your ONID username and ONID password.

Your ONID username can be your ONID login, your OSU ID number, or your social security number. Your password is initially set up as your date of birth (MMDDYY)

**Step three:** Select *Employee*.

Oregon State University

myOSU

My Personal Pages

Welcome

Employee

Admin Tools

Then navigate to *My Employment Details*.

### My Employment Details

[My Business Center](#)

[Current and Past Jobs](#)

[Direct Deposit](#)

[Disability Status](#)

[Ethnicity, Race or Veteran Status](#)

[Pay Stub](#)

[W2](#)

[W4](#)

[Update Email Address](#)

**Step four:** Select *Pay Stub*

**Step Five:** Choose the Year of earnings you want to display from the drop down field. And click *Display*

**Step Six:** Click on the *Month day and Year* of the earnings you want to Display

Your earnings information will display. If you would like to print a duplicate copy for records select the *View Printable Earning Statement* link.

This version is a valid record of your payroll earnings statement.



## Opt Out: Stop receiving a Printed Statement

You must be signed up for direct deposit to opt out of receiving a paper copy of your earnings statement.

**Step one:** Navigate to [mysu.oregonstate.edu](http://mysu.oregonstate.edu)

**Step two:** Login using following the directions for Accessing your Earnings Statement online.

**Step three:** Select *Direct Deposit*.

**Step four:** Select *Employee*

Main Menu Employee Finance Personal Information

Search  Go

**Step Five:** Select *Pay Information*

**Step Six:** Select Choose *Online Earnings Statements*

### Selection Criteria

I consent to receive Earning Statements electronically:  My Choice

Submit

**Step Seven:** Check the *My Choice* box and *Submit*.



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