

Instructions for Viewing Pay Stubs Online

Step 1: Go to sutton2.mvsu.edu and click on the “Enter Here” link

The screenshot shows a web browser window with the address bar displaying <http://sutton2.mvsu.edu/>. The page content is as follows:

Post modern and final grades.

FACULTY & STAFF MEMBERS CAN
Update personal information
Track personnel pay history, compensation changes, promotions, leaves and termination
General information is readily available for all who visit.
Data tied to a student, faculty or staff member can only be accessed with an id and pin number through the Secure Area.
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NOTICE !

Online Registration
Summer I and II 2007
To Be Announced

If your registration fees have not been paid by cash, financial aid award, or other payment arrangements before the first day of class for each term or semester, your registration will be purged from the system. Students with prior balances will not be allowed to register online until the balance is paid in full or payment arrangements have been established.

Scroll down the page and go to [ENTER HERE](#)

- Enter the secure area
- Enter your User's ID and **PRIMARY PIN (OLD PIN)*** to Enter Course Registration Area Proceed with the regular registration steps until you reach the screen that includes the DROP/ADD Courses option. CLICK DROP/ADD COURSES and then you will be prompted for your **ALTERNATE PIN**

**** The Alternate PIN is only being used for Registration. You may obtain this PIN number from your advisor. The PIN # you normally use is still valid and can be used for all other Sutton 2 activities.**

Completing on-line registration officially enrolls students into selected classes. Students who decide not to attend must officially withdraw from the University.

ENTER HERE

Contact Information

The browser's taskbar shows the Start button, several open applications (MVSU - Banner Web, Oracle Developer For..., Document1 - Microsof...), and the system tray with the time 9:00 AM.

Step 2: Select “Enter Secure Area”



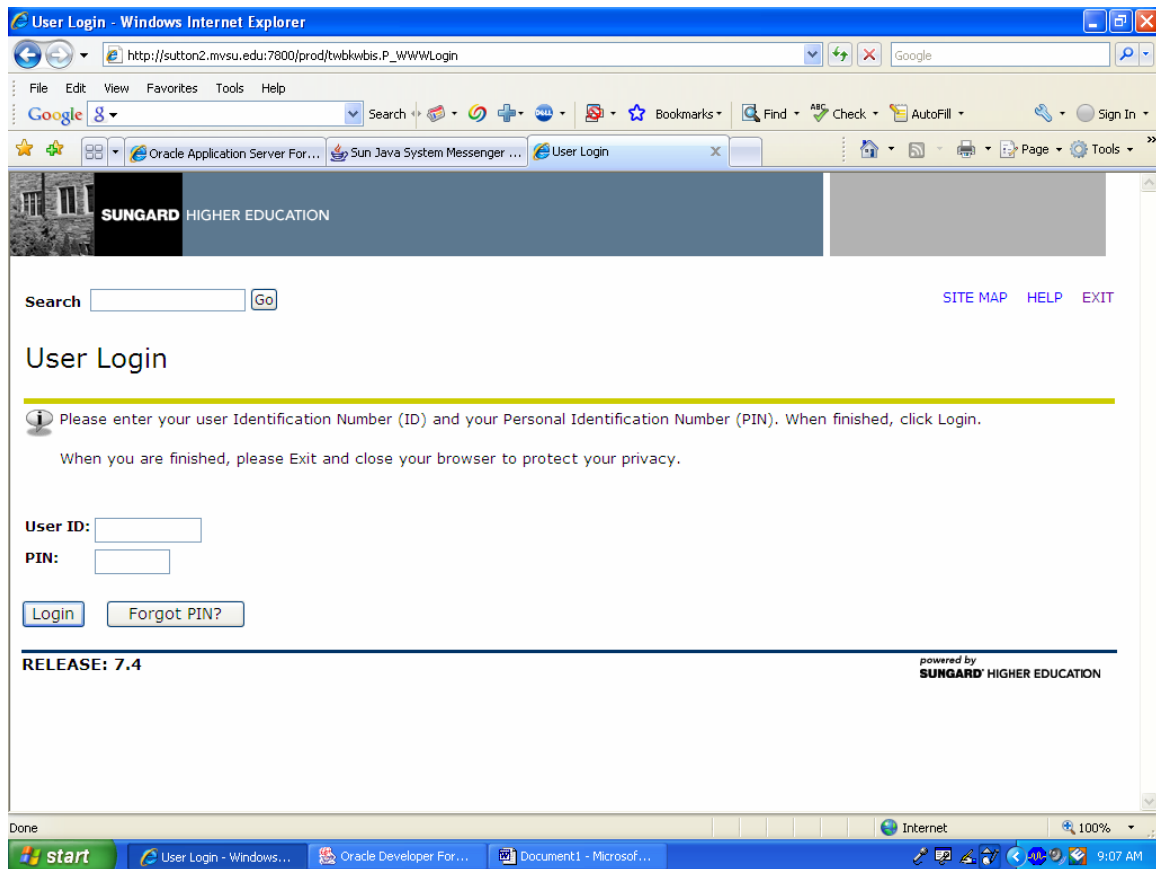
Step 3: Enter your personal security question and answer.

The screenshot shows a web browser window titled "Verify Login - Windows Internet Explorer". The address bar contains the URL "http://sutton2.mvsu.edu:7800/prod/twbkwbis.P_ValLogin". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, navigation, and utility. The page content features the "SUNGARD HIGHER EDUCATION" logo at the top left. Below the logo is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main heading is "Login Verification Security Question and Answer". A yellow horizontal line separates the heading from the instructions. The instructions state: "If you ever forget your PIN, you can reset it yourself, without calling for assistance. Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters." Below the instructions are two input fields: "Enter Question:" and "Answer:". A "Submit" button is located below the "Answer:" field. At the bottom of the page, it says "RELEASE: 7.4" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows the Start button, several open applications (Verify Login, Oracle Developer, Microsoft Word), and the system tray with the time "9:19 AM".

Once you have completed all parts of the initial setup, please proceed to Step 4.

**Step 4: Enter your user id #:
Enter your pin #:**

Please contact Tamara Verdell in Human Resources at ext 3531 if you have not been assigned a user id and pin #.



Step 5: Select “Employee”

The screenshot shows a Windows Internet Explorer browser window displaying the MVSU Information System main menu. The browser's address bar shows the URL: `http://sutton2.mvsu.edu:7800/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Tamara L. Verdell`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes Google, Search, and various utility icons. The browser's tabs include Oracle Application Server For..., Sun Java System Messenger..., and Main Menu. The browser's status bar shows Done, Internet, and 100% zoom.

The web page content includes the SUNGARD HIGHER EDUCATION logo, a navigation menu with Personal Information, Employee, and Finance tabs, a search box, and a welcome message: **Welcome, Tamara L. Verdell, to the MVSU Information System!** Last web access on Feb 16, 2009 at 08:55 am. The page also features links for Employee, Finance, and Return to Homepage, and a footer with RELEASE: 7.3 and powered by SUNGARD HIGHER EDUCATION.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Finance
Query, Update or View Budgets

[Return to Homepage](#)

RELEASE: 7.3

powered by
SUNGARD HIGHER EDUCATION

Step 6: Select “Pay Information”

The screenshot shows a Windows Internet Explorer browser window displaying the 'Employee Main Menu' for SUNGARD HIGHER EDUCATION. The browser's address bar shows the URL: `http://sutton2.mvsu.edu:7800/prod/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search box with the Google logo, a search button, and various utility buttons like Find, Check, and AutoFill. The browser's status bar shows the page title 'Employee Main Menu' and the address bar shows the URL. The main content area of the browser displays the 'Employee Main Menu' with three tabs: 'Personal Information', 'Employee', and 'Finance'. The 'Employee' tab is selected. Below the tabs is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. A horizontal yellow line separates the search area from the menu items. The menu items are: 'Time Sheet', 'Request Time Off', 'Benefits and Deductions' (with a sub-description: 'Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.'), 'Pay Information' (with a sub-description: 'View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.'), 'Tax Forms' (with a sub-description: 'Change W-4 information; View your W-2 Form or T4 Form.'), 'Current and Past Jobs', and 'Time Off Current Balances and History'. At the bottom of the page, there is a footer with 'RELEASE: 7.3.3' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right. The browser's status bar shows 'Done' and 'Internet' with a zoom level of 100%. The Windows taskbar at the bottom shows the Start button, several open applications (Employee Main Menu, Oracle Developer For..., Document1 - Microsof...), and the system tray with the time 9:08 AM.

Step 7: Select “Pay Stub”

SCT WWW Information System - Windows Internet Explorer

http://sutton2.mvsu.edu:7800/prod/twbkwbis.P_GenMenu?name=pmenu.P_PayMenu

SUNGARD HIGHER EDUCATION

Personal Information **Employee** Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

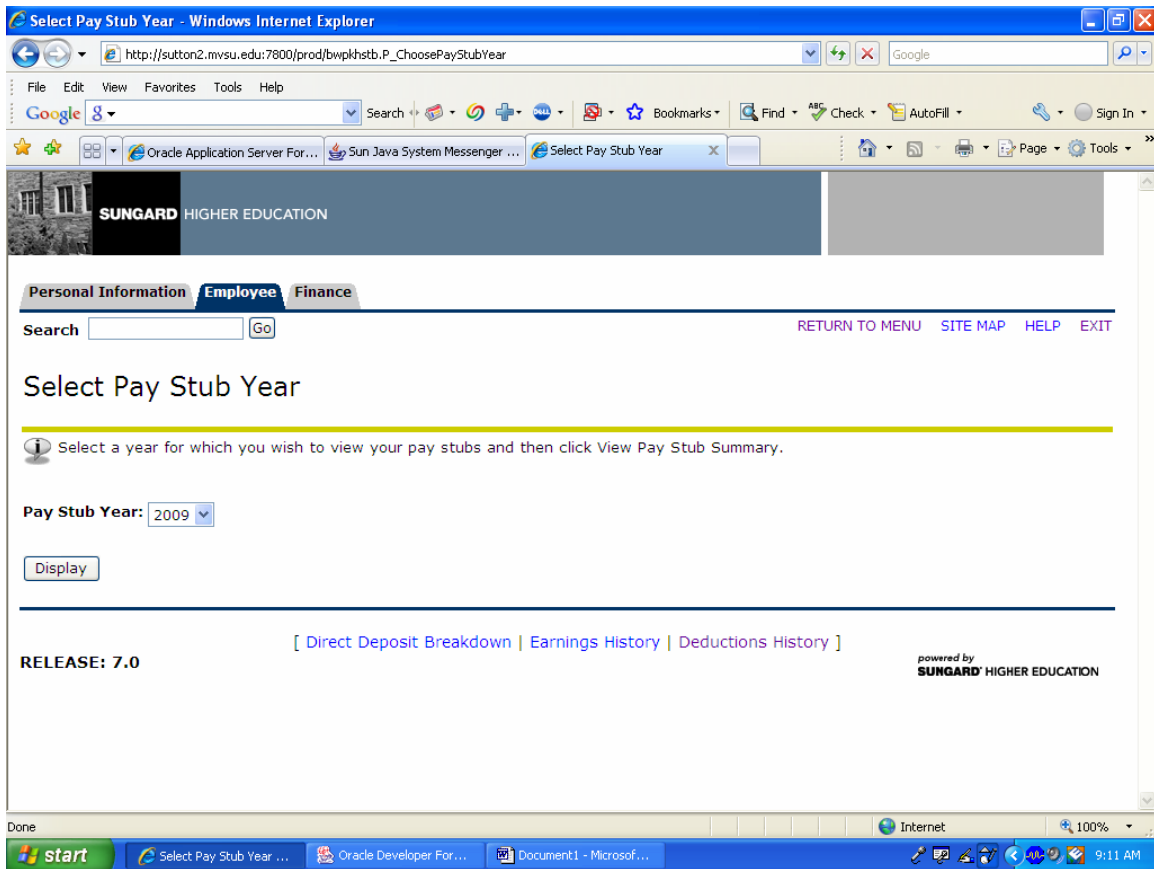
[Direct Deposit Breakdown](#)
[Earnings History](#)
[Pay Stub](#)
[Deductions History](#)

RELEASE: 7.3.3 powered by **SUNGARD** HIGHER EDUCATION

Done Internet 100%

start SCT WWW Informati... Oracle Developer For... Document1 - Microsof... 9:10 AM

Step 8: Select the desired pay stub year and click “Display”



Step 9: Select the pay stub date of your choice from the ‘View Pay Stub Summary’ page to view your paystub.