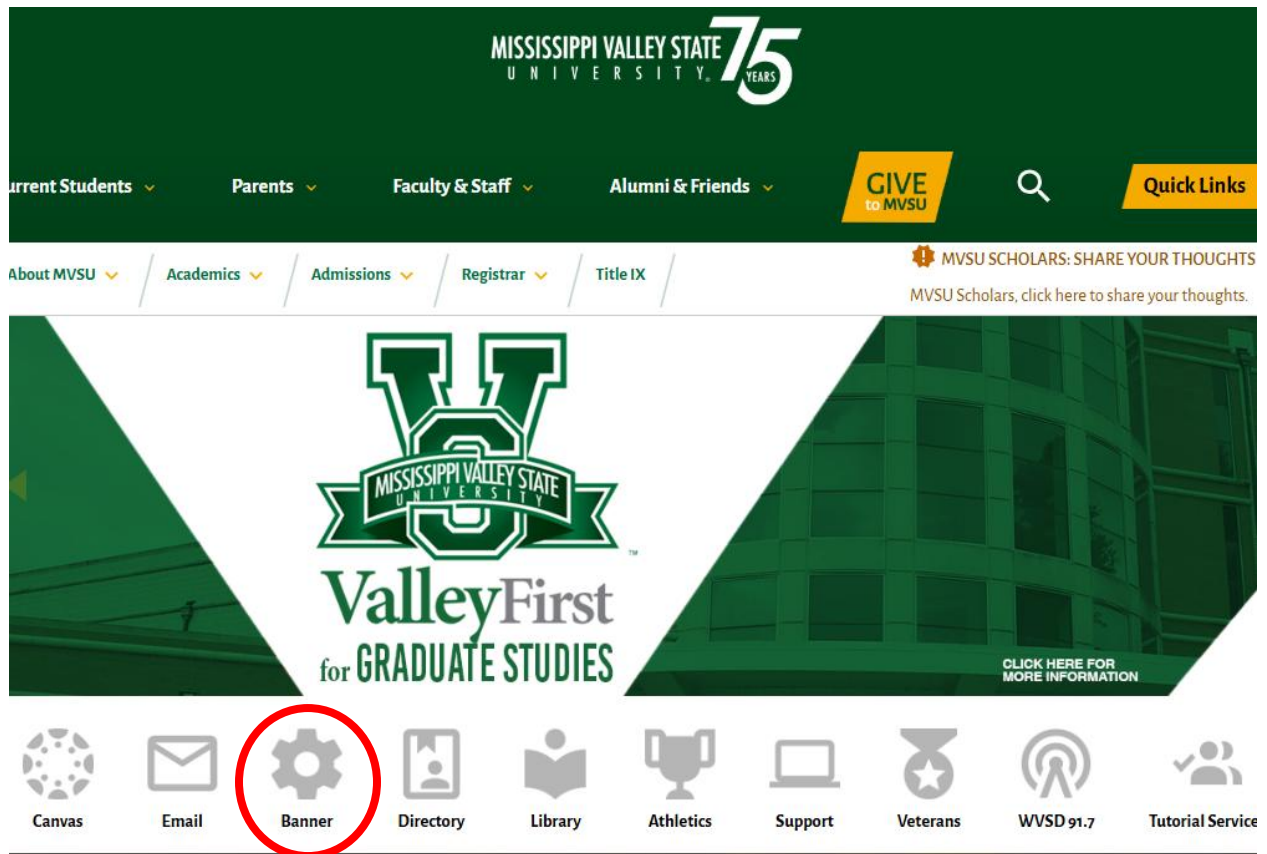


INSTRUCTIONS FOR VIEWING YOUR PAYSTUBS ONLINE

STEP 1

Go to MVSU's website - www.mvsu.edu and select 'Banner' (circled in red below) from the menu options.



STEP 2

You are now on the sign-in page. Input your User ID and PIN.

- Your User ID is your employee ID number.
- Your PIN is your birthdate in this manner: 2-digit month, 2-digit date, and 2-digit year with no spaces. Once logged in, you may change your PIN number.



Mississippi Valley State University Information System



Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

ATTENTION

If you need assistance with your login, please contact the appropriate offices – listed below.

Students: *Office of Student Records at 662-254-3321.* **Faculty and Staff:** *Office of Human Resources at 662-254-3531.*

User ID:

PIN:

If this is your first time logging in, you may be prompted to add security questions and answers. Complete that section and then you will be able to see the next menu.

STEP 3

You will then see multiple options. Click on 'Employee'.

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SUNGARD HIGHER EDUCATION

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Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Almedia E. Johnson, to the MVSU Information System! Last web access on Jul 17, 2025 at 09:50 am

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

Alumni Services
Find a classmate; Communicate with your alma mater; View or update career advisor information; View or enter a job posting; Make a pledge; Review pledge history; Become a volunteer; View or update your volunteer activities.

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

WebCT.com, The e-Learning Hub
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile .

Finance
Query, Update or View Budgets

[Return to Homepage](#)

STEP 4

Click on 'Pay Information'.

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[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Time Sheet](#)

[Request Time Off](#)

[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.

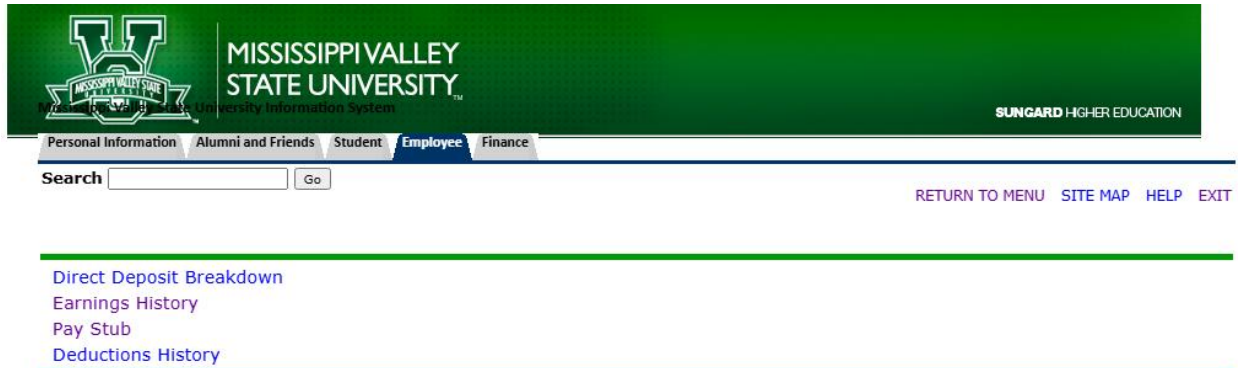
[Tax Forms](#)
Change W-4 information; View your W-2 Form or T4 Form.

[Current and Past Jobs](#)

[Time Off Current Balances and History](#)

STEP 5

Click on 'Pay Stub'.



MISSISSIPPI VALLEY STATE UNIVERSITY
University Information System

SUNGARD HIGHER EDUCATION

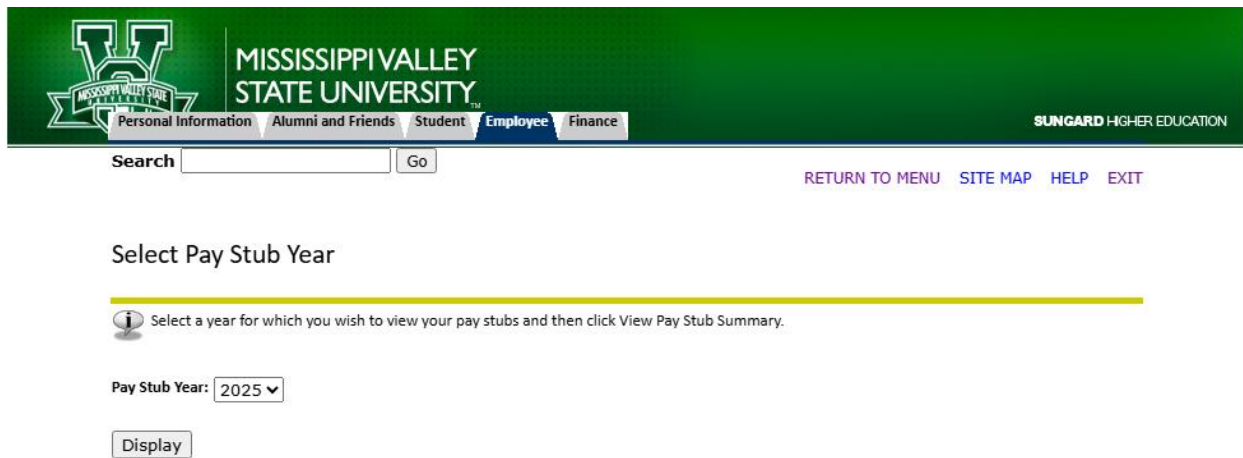
Personal Information Alumni and Friends Student **Employee** Finance

Search Go

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

Then Select Pay Stub Year by updating the drop-down box. Click the 'Display' button.



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University Information System

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Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Pay Stub Year

 Select a year for which you wish to view your pay stubs and then click View Pay Stub Summary.

Pay Stub Year:

This will take you to your paystub(s). Click on the stub you want to view.

To print, scroll down to the bottom of the screen, and select the 'Printer Friendly' option. This will give you a format that you are accustomed to seeing a paystub look like.

