



HELP DOCUMENT

Revised: November 22, 2023

You can view a detailed breakdown of your monthly pay stub on MyOregonState.

1. Go to MyOregonState: <https://my.oregonstate.edu/employee>
2. Click on “Online Services Employee Dashboard”

A screenshot of the MyOregonState employee dashboard. On the left, there is a 'Beaver Healthy' section with a gear icon and a paragraph of text: "Let's build a healthier community. Find information about how to protect yourself against infectious diseases, like COVID-19 and influenza, and general wellness tips at the resources below." Below this are three links: "Beaver Healthy", "COVID-19 Safety & Success", and "Student Health and Well-Being", each with a heart icon. On the right, there is a 'Featured' section with a star icon and a list of services: "Zoom", "Outlook Exchange Web Access", "Online Services Employee Dashboard" (highlighted in yellow), "Microsoft Office 365", "My Position Description", "W-2 Wage and Tax Statement", "Direct Deposit", and "Retirement Plans & Tax-Deferred Investments". Each service has a heart icon to its right.

3. Click on “All Pay Stubs”

A screenshot of the 'Pay Information' section in the MyOregonState employee dashboard. The section is titled 'Pay Information' and has a dropdown arrow. Below the title, there is a row of four items: 'Latest Pay Stub: 10/31/2023', 'All Pay Stubs' (highlighted in yellow), 'Direct Deposit Information', and 'Deductions History'. Below this row, there is a link: 'Opt out of printed earning statements'. At the bottom of the section, there are five expandable items: 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary', each with an upward-pointing arrow.