At this time, this can only be completed On-Campus.

Quick Reference Guide for MyHR Employee Self Service - Paystub

1. Go to icc.edu > click FACULTY & STAFF >

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click the drop-down MY ICC >

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Log into PeopleSoft >

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User ID
Password
Select a Language
English Enable Accessibility Mode

2. Once logged into PeopleSoft, click Main Menu > click Self Service >



click Payroll Compensation > click Pay

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Click Payroll and Compensation Click Pay					

3. **Click** any "Check Date" to view the paystub for that pay date.

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4. **Click** the "Home" icon **click** "Sign Out" to log out of PeopleSoft.

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Note: If using a mobile device such as a smartphone or tablet, go to https://staffss.icc.edu, **click** on NavBar in the top right corner >



click on the "Navigator" icon >



click Self Service >



click Payroll and Compensation >



click Pay >

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Exit PeopleSoft by *Clicking* the NavBar and Sign Out.



Need additional help? Contact:

Teaching and Learning Center (TLC), 240A, East Peoria Campus; TLC@icc.edu, 694-8908

or

Technology Help Desk, Room L122, East Peoria Campus; <u>HelpDeskTechnologyServices@icc.edu</u>, (309)694-5457