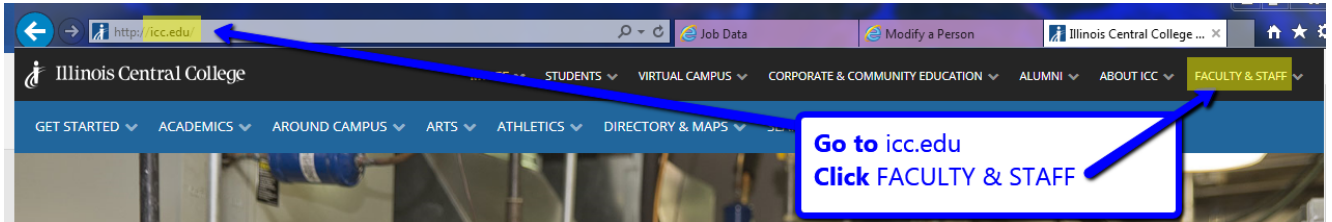


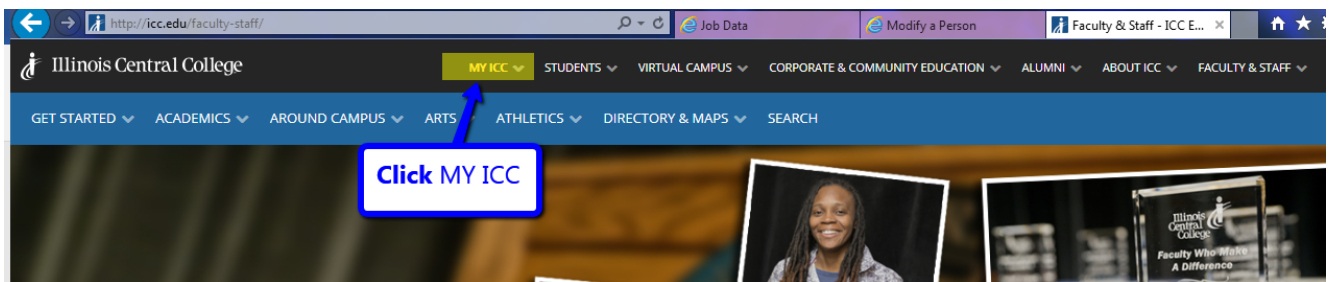
At this time, this can only be completed On-Campus.

Quick Reference Guide for MyHR Employee Self Service - Paystub

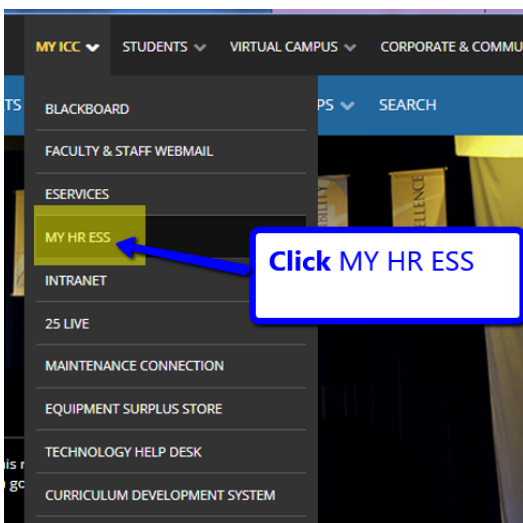
1. Go to icc.edu > click FACULTY & STAFF >



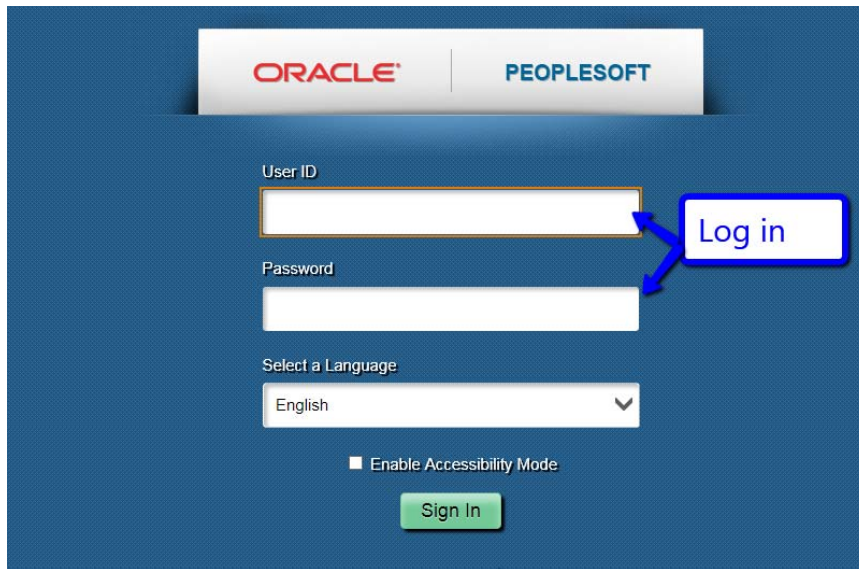
click the drop-down MY ICC >



click MY HR ESS >



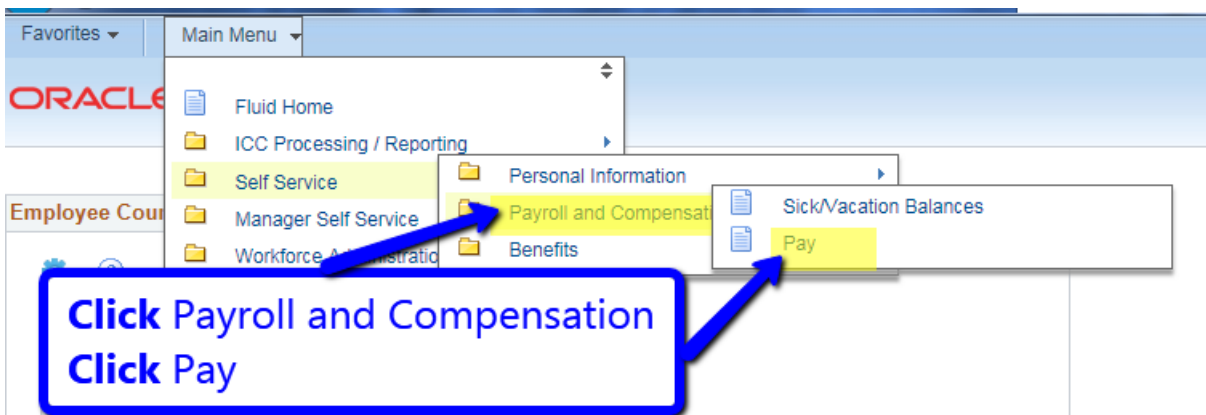
Log into PeopleSoft >



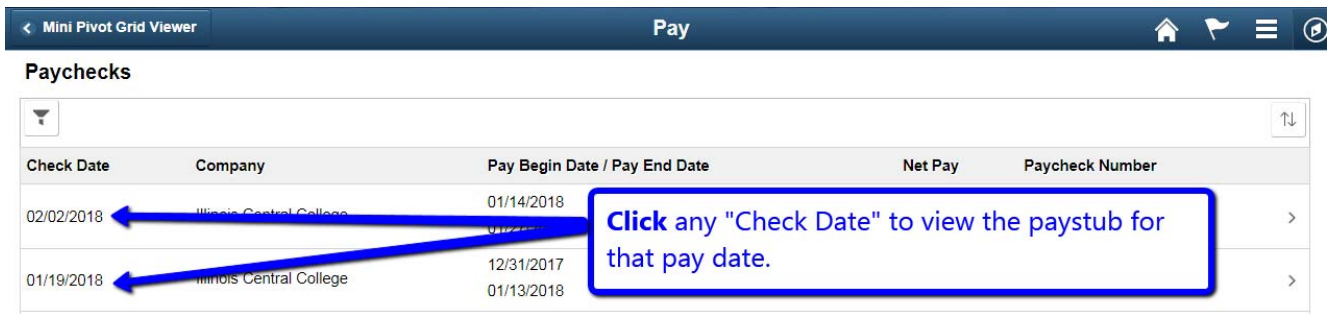
2. Once logged into PeopleSoft, **click** Main Menu > **click** Self Service >



click Payroll Compensation > **click** Pay



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



Mini Pivot Grid Viewer Pay

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/02/2018	Illinois Central College	01/14/2018 01/27/2018		
01/19/2018	Illinois Central College	12/31/2017 01/13/2018		

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

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



My Homepage Pay

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date
02/02/2018	Illinois Central College	01/14/2018 01/27/2018

Click the "Home" icon.



Home | Worklist | Add to Favorites | Sign out | Help

Click "Sign Out" to log out.

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 >



ORACLE Employee Self Service

Pay Benefits

Last Pay Date 02/02/2018

Click on NavBar

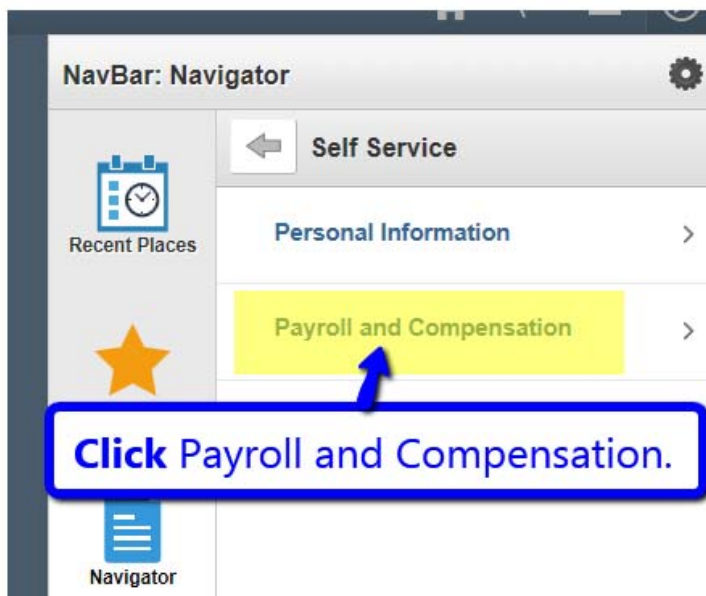
click on the "Navigator" icon >



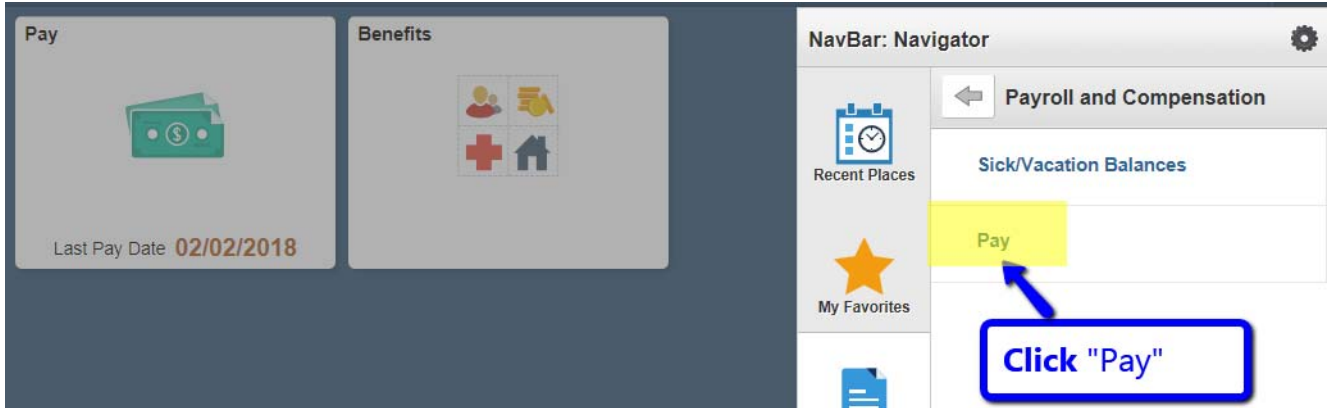
click Self Service >



click Payroll and Compensation >



click Pay >

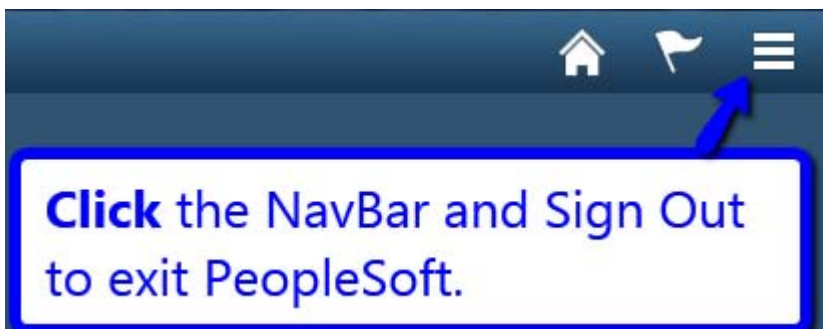


Click any "Check Date" to view the pay information for that pay date >

The screenshot shows the 'Paychecks' table. The 'Check Date' column is highlighted. A blue box with an arrow points to the 'Check Date' column, with the text 'Click any "Check Date" to view the pay information for that pay date.' The table contains the following data:

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/02/2018	Illinois Central College	01/14/2018 01/22/2018		
01/19/2018	Illinois Central College	12/31/2017 01/13/2018		

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; HelpDeskTechnologyServices@icc.edu, (309)694-5457