

## Electronic Earnings Statement Instructions

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### HOW TO ACCESS YOUR ELECTRONIC EARNINGS STATEMENT

#### **From InsideSOU – Employment Details:**

- Log into InsideSOU.
- Scroll Down to “Employment Details”.
- Click “Pay Stub”.
- Select Pay Stub Year and click the Display button.
- Select the Pay Stub Date link you would like to review.
- Click on the link: View Printable Earning Statement.
- A new tab will open up with a PDF version of your Printable Earning Statement (Please contact the help desk if the file does not open and you receive an error message).
- Go to File and select Print.



#### **From InsideSOU - Banner Self-Service (SISWeb)**

- Login to InsideSOU
- Click on “Banner Self-Service” under the Online Services Menu.
- Click “Employee”
- Select the Pay Information link.
- Select the Pay Stub link.
- Select Pay Stub Year and click the Display button.
- Click on the Pay Stub Date link you would like to review.
- Click on the link: View Printable Earning Statement.
- A new tab will open up with a PDF version of your Printable Earning Statement (Please contact the help desk if the file does not open and you receive an error message).
- Go to File and select Print.

