

PAYROLL DISBURSEMENT

Great Falls College Montana State University

Revised 10/20/15

Direct Deposit Pay Stub in Electronic Format

- Direct deposit of pay is paperless for MSU employees.
- A notice is sent to your UNIV e-mail address announcing whenever a payment has been processed for you.
- The electronic version of your pay stub is provided by **Banner Web/MyInfo**, a valuable resource that is available from the internet on a secured web site, day or night, *after your first payroll has been processed*. If you print your pay stub, it will show the College logo and your SSN.
- In addition, you may choose to receive your W-2 electronically which is safer and more convenient than visiting the Payroll Office or waiting for a paper copy in the mail. To elect this, go to Banner Web/Employee Services tab/Tax Forms/Electronic W-2 Consent, check the box and submit. W-2s printed from Banner Web are official legal documents.
- All current and previous pay stubs and W-2's issued by Great Falls College MSU are available and printable **during and following termination** of employment at the College merely by accessing **Banner Web/MyInfo**.
- Additional information available in Banner Web may include, depending on employee type, the ability to view address and phone, Form W-4 elections, leave balances and history, deduction history, beneficiaries and dependents for insurance, and the ability to establish a new password, security questions and emergency contact information.

Payroll Check Distribution

- Payroll checks are distributed from the Business Office on payday if you have not established direct deposit.
- **Checks with local (Great Falls) addresses are held in the vault until they have been collected by the payee in person.** Be prepared to show identification. We do not mail local checks.
- Employees have an opportunity to collect pay checks between 8-12 and 1-5, Monday through Friday.
- Checks with an out-of-town address will be mailed at the end of the day on payday.

ACCESSING MY INFO (Banner Web)

1. In your Internet Explorer browser type www.gfcmsu.edu to bring up the homepage for Great Falls College MSU.
2. Click on **the Banner Web/MyInfo** link at the top center of the page.
3. Click on **_Enter Secure Area**.
4. Enter your User ID which is either your Banner Generated ID (GID) beginning with a dash **or** your Social Security Number without dashes.
5. Enter your PIN, which initially or whenever it is reset will be your birth date in the following format **ddmmyyyy** (i.e. 05jan1970 for January 5, 1970). Once logged in, you will be prompted to repeat your old PIN (ie. the birth date) and then to create a unique new PIN (at least 8 characters long and a mix of numbers and letters, **case sensitive**). Another important date in your life, similar to your birth date, might serve as an easy password to remember.
6. As a safety precaution, the system locks up after several failed attempts to enter a PIN. If you believe this has happened to you, please contact Kathy in the Payroll Office (771-4308 or khaggart@gfcmsu.edu) I will reset the PIN for an employee back to their birth date once identity has been established. (In my absence, please contact anyone in Admissions for assistance). If your password (PIN) gets reset to your birth date and access to Banner Web has been reestablished, the system will ask you for your "old" password—reenter your birth date. Then be prepared to create and repeat a new password.
7. The very first time you access **Banner Web/MyInfo** you will be prompted to establish two security questions and answers. Please do so! If ever you cannot remember your PIN when attempting to log in, just touch the button that says —Forgot PIN? Your security questions will pop up, and if you can answer them correctly, you will gain access to Banner Web and be prompted to set up a new PIN without assistance from the Payroll Office. Just a word of caution when creating the answers to your security

questions—these too are case sensitive so take care when capitalizing letters because you will have to repeat your answer *exactly* as created in order to regain access to Banner Web.

8. Also go to Personal Information and do the following: view your E-mail address. Check to see if there is a University Recognized (OFFICIAL) E-mail Address entry and that it is pointing to your @gfcmsu.edu account. When payroll has been processed for you, an e-mail announcement will be sent to your (OFFICIAL) UNIV e-mail address. Please contact the Information Desk at 771-4433 or the Payroll Office if you have questions about e-mail addresses.

VIEWING or PRINTING PAY INFORMATION IN BANNER WEB – MY INFO

- Once you have logged into Banner Web (My Info), click on either the Employee Information menu item or the Employee Services tab—they take you to the same place.
- Click the link —Pay Information
- From here, you can view direct deposit bank information, historic pay stub information, and deduction history. Words or headings in blue or purple font provide more detailed information by clicking once with the left hand button of the mouse.
- In order to print information from Banner Web, look for a Printer Friendly button or push ALT + X to bring up a Tools menu that allows you to preview, set up, and print.