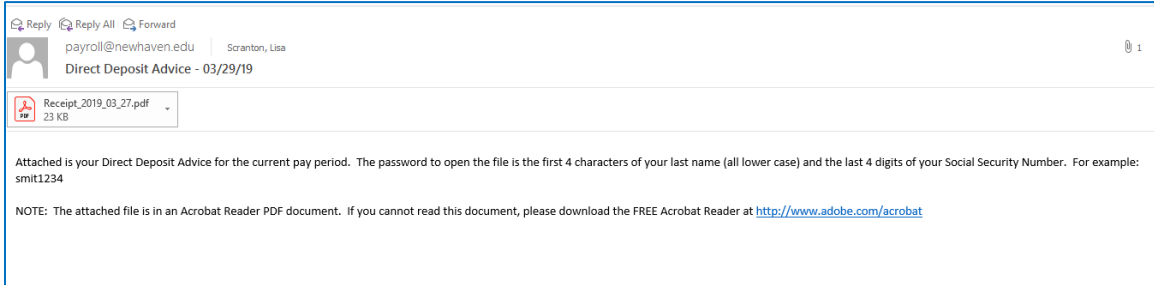


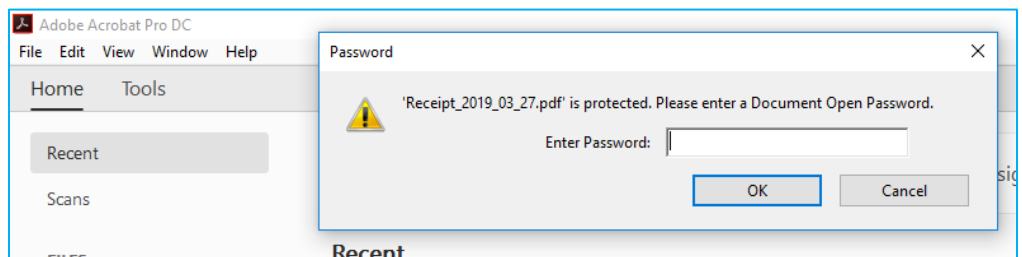
# Access, View, Print, and Save your University of New Haven Paystub

Requires Adobe Acrobat reader. You can download Adobe Acrobat Reader to your device from <http://www.adobe.com/acrobat>.

1. Go to the email sent to you by [payroll@newhaven.edu](mailto:payroll@newhaven.edu) with the Subject: Direct Deposit Advice. Click on the attached PDF file (file name: Receipt\_Year\_Month\_Day)



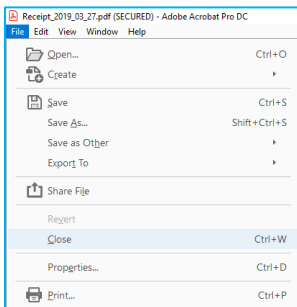
2. Enter the first four letters of your last name and the last four numbers of your Social Security ID in the Enter Password box.
3. Click OK.



4. View your paystub/receipt.

University of New Haven - Payroll Account									
Employee		Banner ID	Pay #	Pay Period	Deposit #	Deposit Amount			
Scranton, Lisa M		0015	6	03/16/19-03/31/19	503	\$			
Pay Type	Units	Rate	Current Amount	Deductions	Employee Current	Employee YTD	Employer Current	Employer YTD	
Regular				Federal FICA SS FICA Med					

Print your paystub - click File, then click Print. Select a printer linked to the computer. Click Print.



Save your paystub - click File, then click Save. Select the location where you want your file saved. Click Save. *To protect your privacy and identity, do not save your paystub on a public computer.*

