

# Printing Your Paystub in Employee Self Service

Employee Self Service allows you to view your paystub and print them as you would any web page.

**NOTE:** Mozilla Firefox is the preferred browser for Brandeis University. If you use a browser other than Mozilla Firefox the Printer Friendly button will still give you a printed version of your paycheck, but it will not print on one page. Please contact 6HELP for help in obtaining Mozilla Firefox.

## Logging in to view and/or print your paystub:

Log in to the BUSS website (<http://buss.brandeis.edu/>) with your UNet ID and password. If you do not have a Unet ID and password, please contact the Help Desk at 6HELP

\*\*\*\*\*If you are off campus, you will need to log in to the BUSS webpage via wormhole ([wormhole.brandeis.edu](http://wormhole.brandeis.edu/)). From here you will enter you unet net id and password and then enter it again in the BUSS website. \*\*\*\*\*

## Navigating to your paystub:

Once you are logged in, you will be in the Employee Self Service area. Click on the Payroll and Compensation link:



Once you are in the Payroll and Compensation page, click on the View Paycheck Link:

Main Menu > Self Service >

## Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

**View Paycheck**  
 Review current and prior paychecks.

**Direct Deposit**  
 Add or update your direct deposit information.

**W-4 Tax Information**  
 Review or change your W-4 information.

At this point, your most recent paycheck will appear:

**View Paycheck**

Company: Brandeis University  
 Address: 445 South Street  
 PO Box 9110  
 Waltham, MA 02454

Not Paid: ☐  
 Pay Begin Date: 04/16/2009  
 Pay End Date: 04/30/2009  
 Check Date: 04/30/2009

Select the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

<b>Employee Info</b>	<b>Business Info</b>
Name: [Redacted]	Business Unit: 91444
Address: [Redacted]	Pay Group: Exempt Staff
	Department: [Redacted]
	Location: Brandeis - Waltham Campus
	Job Title: [Redacted]
	Pay Rate: [Redacted] Seasonally

**See Also**

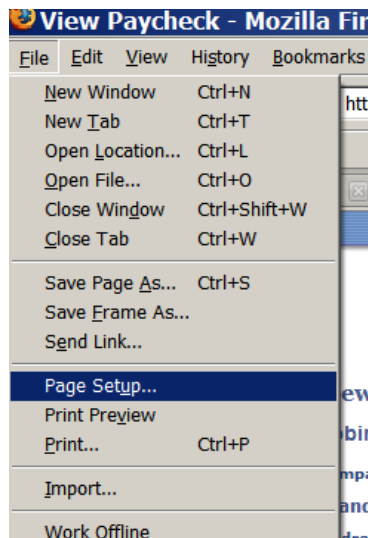
Fed Marital Status: [Redacted]	RA Marital Status: [Redacted]
Fed Allowance: [Redacted]	RA Allowance: [Redacted]
Fed Add Percent: [Redacted]	RA Add Percent: [Redacted]
Fed Add Amount: [Redacted]	RA Add Amount: [Redacted]

**Paycheck Summary**

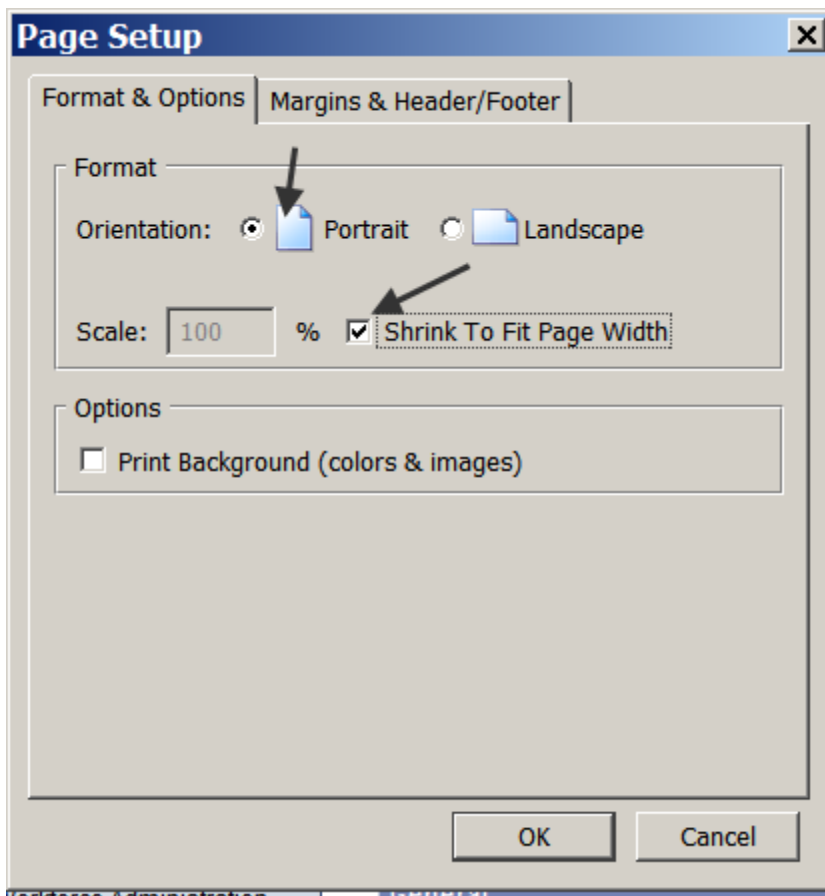
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1110				

Earnings				Taxes		
Description	Hours	Rate	Amount	Description	Amount	WTD Amount
Regular				Fed Withholding		
Vacation				Fed MED/SEA		
Payroll				Fed Medicare		
Sick						

If you want to print this paystub, go to File and Page Setup:



In Page Setup, you want to select Portrait under the Orientation, and check Shrink to Fit Page Width, and then hit OK.



You can now print your paystub by clicking the Printer Friendly Link.

## View Paycheck

Company:  
**Brandeis University**  
Address:  
415 South Street  
PO Box 9110  
Waltham, MA 02454

Net Pay:  
Pay Begin Date:  
Pay End Date:  
Check Date:

[New Window](#)

[Printer Friendly](#)

Review the details of your paycheck. To view other checks, select

[View a Different Paycheck](#)

<b>General</b>		
Name:	Business Unit:	BRANU
Employee ID:	Pay Group:	
Address:	Department:	
	Location:	
	Job Title:	
	Pay Rate:	

<b>Tax Data</b>	
Fed Marital Status:	MA Marital Status:
Fed Allowances:	MA Allowances:
Fed Addl Percent:	MA Addl Percent:
Fed Addl Amount:	MA Addl Amount:

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular					Fed Withholdng		

If you want to print a different paycheck, then you will need to click on the View A Different Paycheck link:

## View Paycheck

Company:  
**Brandeis University**  
Address:  
415 South Street  
PO Box 9110  
Waltham, MA 02454

Net Pay:  
Pay Begin Date: 04/16/2009  
Pay End Date: 04/30/2009  
Check Date: 04/30/2009

Review the details of your paycheck. To view other checks, select

[View a Different Paycheck](#)

<b>General</b>		
Name:	Business Unit:	BRANU
Employee ID:	Pay Group:	Exempt Staff

Then select the pay period you would like to view and print and follow the instructions from the beginning:

## View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
Pay Period End Date	Company	Net Pay
<a href="#">2009-04-30</a>	Brandeis University	
<a href="#">2009-04-15</a>	Brandeis University	
<a href="#">2009-03-31</a>	Brandeis University	
<a href="#">2009-03-15</a>	Brandeis University	
<a href="#">2009-02-28</a>	Brandeis University	
<a href="#">2009-02-15</a>	Brandeis University	
<a href="#">2009-01-31</a>	Brandeis University	

