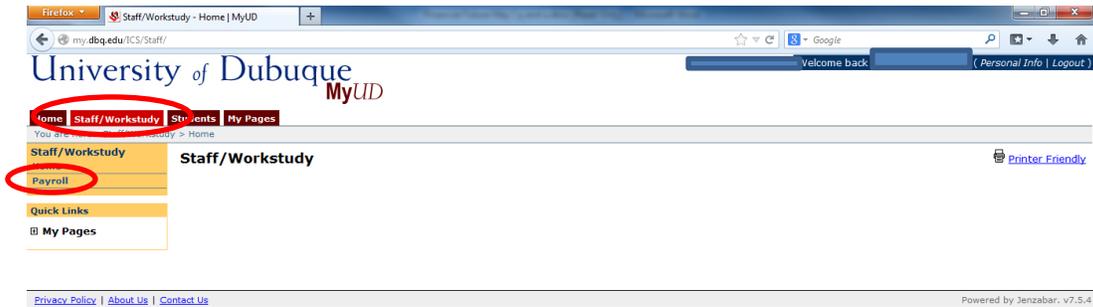


MYUD Payroll information

1. MY.dbq.edu
2. Login using your network login
3. Once logged in, you should see a tab titled “Staff/Workstudy”
4. Next, you will see an option in the left navigation bar titled “Payroll”. Click “Payroll”



5. Next, you will see the Payroll, Employee information screen below.
 - a. Choose “Review your pay statements” to review your payroll information
 - b. Choose “Review your deduction information” to review your monthly deductions (flex, retirement, etc...)
 - c. Choose “Review your position information” to review your current pay rate/salary
 - d. Choose “Review your tax information” to review your tax information (Fed, FICA, State, etc...)
 - e. Choose “Review your time off accrual” to review sick and vacation time accrual hours

