

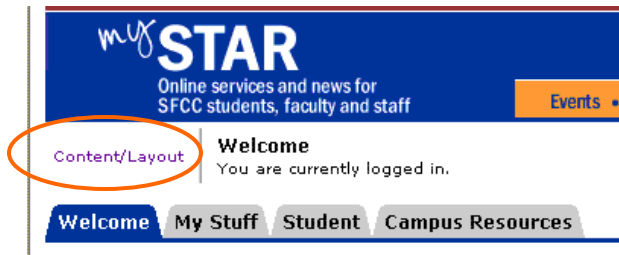
Student Employees view TimeCard / Pay Stub

In order to see your pay/employee information, you will need to add the Employment Details and Time Card channel to your My Stuff tab.

Log in to mySTAR using your ID# /network password.

Password: If you have never logged into the network on campus, your password will still be your birth date (mmddyy).

Select **Content/Layout**



Click on the **My Stuff** tab so it is highlighted blue.

Click on **Add channel** in the location you want your new Employment Details channel.

Use the dropdown menu to select Employee Services and click **go**.

Select Employment Details from the list and click **Add Channel**.

Repeat **Add channel** and select Employee Services → Time Reporting

To return to your normal view, click



Click on the **My Stuff** tab to view/utilize your new channels.

