

## **PAYROLL DISBURSEMENT CHANGES EFFECTIVE SEPTEMBER 14, 2007**

### **MSU-Great Falls College of Technology**

The four campuses of Montana State University have been involved in a Business Process Review to aid in developing common business procedures and processes, with the opportunity to improve efficiency. With the support of the campus CEOs, teams have begun to implement various recommendations, which will continue over the next 6 – 8 months. The changes that will be implemented for the pay disbursement process are as follows:

- **Direct Deposit Pay Stub in Electronic Format**– Beginning **September 14, 2007**, paper direct deposit pay stubs will no longer be distributed. A printable electronic version will be furnished through “MyInfo.” The improved electronic pay stub will provide even more information than the current paper stub. An e-mail will be sent to your portal address announcing when a payment has been processed for you.
- **Improved Electronic Pay Stub** – The new and improved electronic pay stub on “My Info” will now include our MSU logo, employee name and identifying Social Security number. Prior pay period stubs can be printed from this site as well. Additional links provide year-to-date or monthly totals of your gross and net wages or your deductions. Leave balances can be viewed and printable copies of W-2’s for prior years are also available. All of these valuable resources are available on a secured web site, day or night.
- **Central Payroll Check Distribution** – Starting **September 14, 2007**, paper payroll checks with a Great Falls address will no longer be mailed. Payroll checks will continue to be distributed from the Business Office. Those with local addresses will be held in the vault until they have been collected by the payee in person. Be prepared to show identification. Employees will have the opportunity to pick up their 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 BANNER WEB – MY INFO and MY MSU (the Luminus portal)**

1. In your Internet Explorer browser type [www.msugf.edu](http://www.msugf.edu) to bring up the homepage for Montana State University-Great Falls College of Technology.
2. On the right hand portion of the screen, under Popular Links, click the link titled “Banner Web - MYINFO”.
3. Click on ‘Enter Secure Area’.
4. Enter your User ID which is your Banner GID beginning with a dash or your Social Security Number without dashes.
5. Enter your PIN, which initially is your six digit birthdate (i.e.: 010570 for January 5, 1970). You will immediately be prompted to change your PIN to any other six digit code.

6. As a safety precaution, the system locks up after several failed attempts to enter a PIN. If you believe this has happened, please contact Kathy in the Payroll Office (771-4308 or [khaggart@msugf.edu](mailto:khaggart@msugf.edu)) or Deby (771-4392 or [dgunter@msugf.edu](mailto:dgunter@msugf.edu)) and we will reset the PIN to your six-digit birthdate.
7. If this is the first time you have accessed My Info, go to Personal Information and do the following:
  - a. Establish a security question and answer. Then the next time you cannot remember your PIN when trying to log in, just touch the button that says “Forgot PIN?” Your security question will pop up, and if you can answer correctly, you will gain access to MYINFO where you will be required to set up a new PIN.
  - b. Also under Personal Information, view your E-mail address. Check to see if there is a Forward for University Recognized (OFFICIAL) E-mail Address entry and that it is pointing to your @msugf.edu account. When payroll has been processed for you, an e-mail announcement will be sent **to your e-mail address in the Luminus portal** because that is the OFFICIAL e-mail address created for every employee. If a Forward hasn’t already been established, and you do want portal e-mail directed to your campus e-mail account (@msugf.edu) or to a home e-mail account, you must do the following:
    - i. Log into the portal (MY MSU) on our homepage using first name.last name as your username. The very first time, your password will be your six digit birthdate. If you are unable to login to the portal, you will need to contact the HelpDesk at 771-4433 to request the IT Department reset your portal PIN.
    - ii. Once inside the portal, click on the e-mail icon (top right of screen). Next, click on the Options tab and then click on the link for Auto Forward. At this point, you fill in the e-mail address to which you want your e-mail forwarded.

### **VIEWING or PRINTING PAY INFORMATION IN BANNER WEB – MY INFO**

*If you do not have access to a computer or printer, or need hands on help with this new process, there is a computer located directly outside the Payroll Office for your convenience.*

1. Once you have logged into Banner Web – My Info, click on the “Employee Information” link or Employee Services tab—they take you to the same place.
2. Click the link “Pay Information”
3. From here, you can view direct deposit bank information, historic pay stub information, and deduction history. Wherever you see blue print you can click on it once with the left hand button on the mouse and you will be able to see more detail.
4. In order to print, click on the arrow next to the printer icon at the top of the page for options or push ALT + R on the keyboard.