

PAYROLL DISBURSEMENT
Revised 8/12/10
MSU-Great Falls College of Technology

Direct Deposit Pay Stub in Electronic Format

- Direct deposit of pay is paperless for MSU employees.
- A printable electronic version is furnished through “MyInfo-Banner Web,” a valuable resource that is available on a secured web site, day or night
- Prior pay period stubs can be printed from this site as well.
- An e-mail is sent to your portal address announcing when a payment has been processed for you.
- Additional information available on Banner Web includes address and phone, W-2 and W-4 information, leave balances and history, deduction history, beneficiaries and dependents on your insurance, ability to set new password, security question and emergency contact information.

Payroll Check Distribution

- Payroll checks are distributed from the Business Office.
- Checks with local (Great Falls) addresses are held in the vault until they have been collected by the payee in person. Be prepared to show identification.
- Employees 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 MY INFO (Banner Web)

1. In your Internet Explorer browser type www.msugf.edu to bring up the homepage for Montana State University-Great Falls College of Technology.
2. Click on the heading Faculty and Staff
3. Under the heading Quick Links, click the link titled —Banner Web - MYINFO.
4. Click on _Enter Secure Area.
5. Enter your User ID which is either your Banner Generated ID (GID) beginning with a dash or your Social Security Number without dashes.
6. Enter your PIN, which initially or whenever it is reset will be your birth date in the following format ddmonyyyy (i.e.: 05jan1970 for January 5, 1970). Once logged in, you will be prompted to repeat your old PIN (ie. the birth date) and then to create a new PIN (at least 8 characters long and a mix of numbers and letters, case sensitive).
7. 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) or Deby (771-4392 or dgunter@msugf.edu) and we will reset the PIN once we’ve established your identity.
8. The first time you access My Info you will be prompted to establish two security questions and answers. If ever you cannot remember your PIN when trying to log in, just touch the button that says —Forgot PIN? Your security questions will pop up, and if you can answer correctly, you will gain access to MYINFO and be prompted to set up a new PIN. Just a word of caution when creating the answers to your questions— these too are case sensitive so take care when capitalizing letters because you will have to repeat your answer *exactly* in order to gain access to Banner Web.
9. Also go to Personal Information and do the following: 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, please contact the HelpDesk at 771-4433 for IT assistance.

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, there is a computer located directly outside the Payroll Office for your convenience.

- 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.
- Click the link —Pay Information
- 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.
- 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.