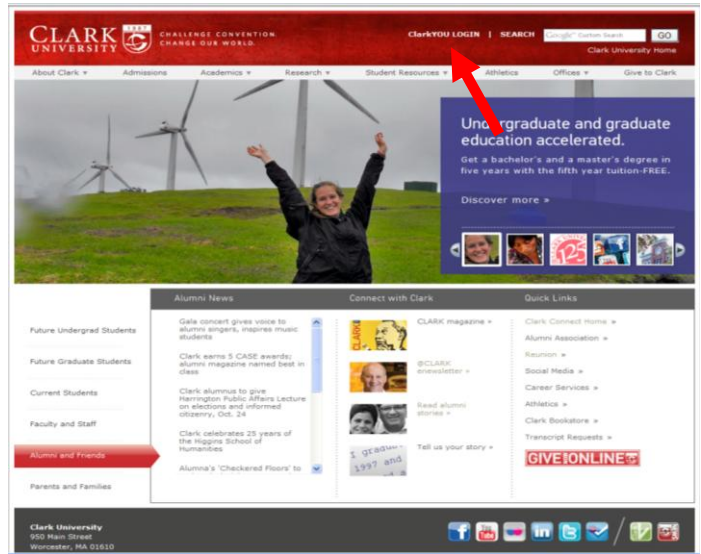


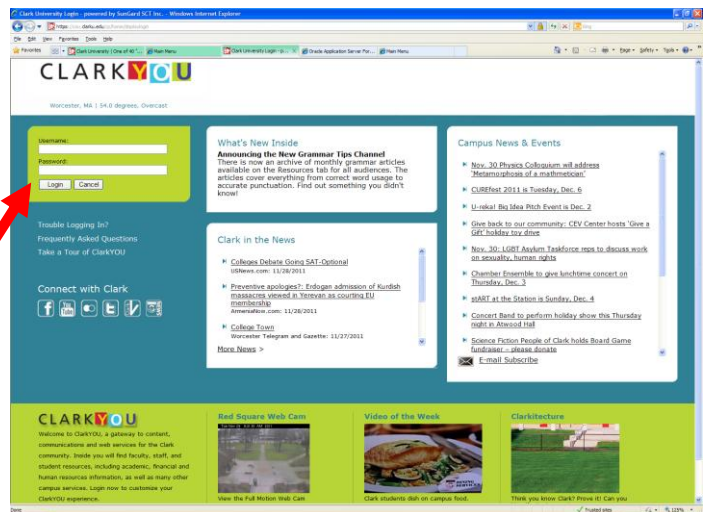
Accessing your Pay Stub Online Student Employees

Using a computer that is connected to the Internet, navigate to the main University web site (<http://www.clarku.edu/>) and click on one of the ClarkYOU navigational links.

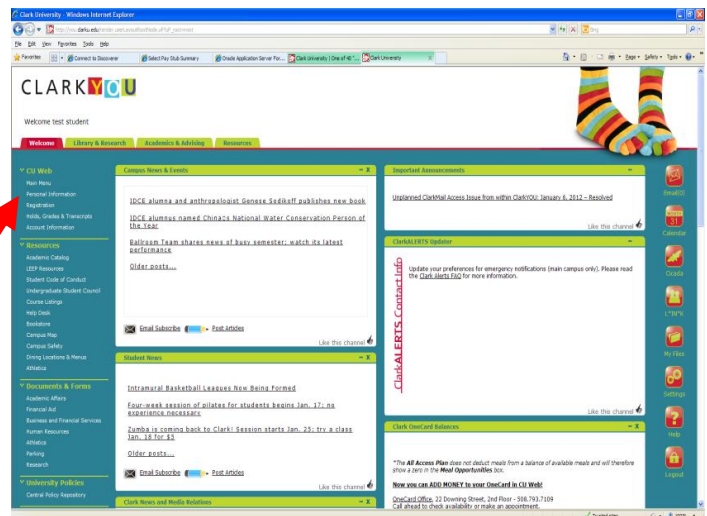
Alternatively you can go directly to the ClarkYOU home page located at: <https://you.clarku.edu/>



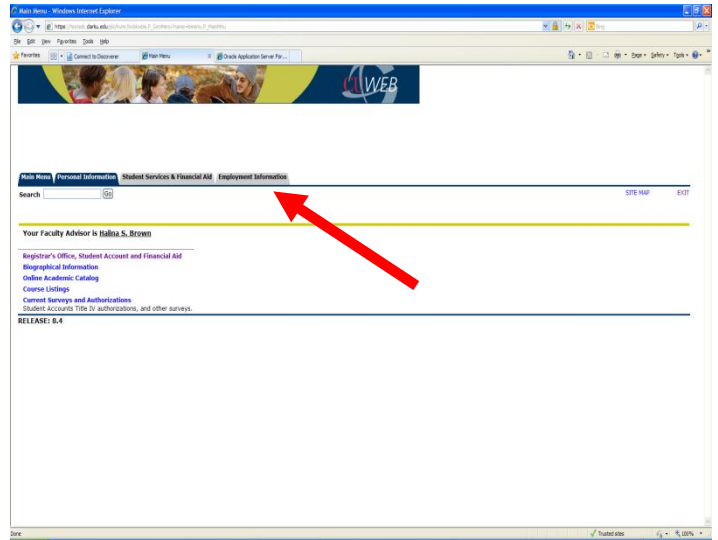
Once you are on the ClarkYOU login page, type your Clark Username and Password into the login box.



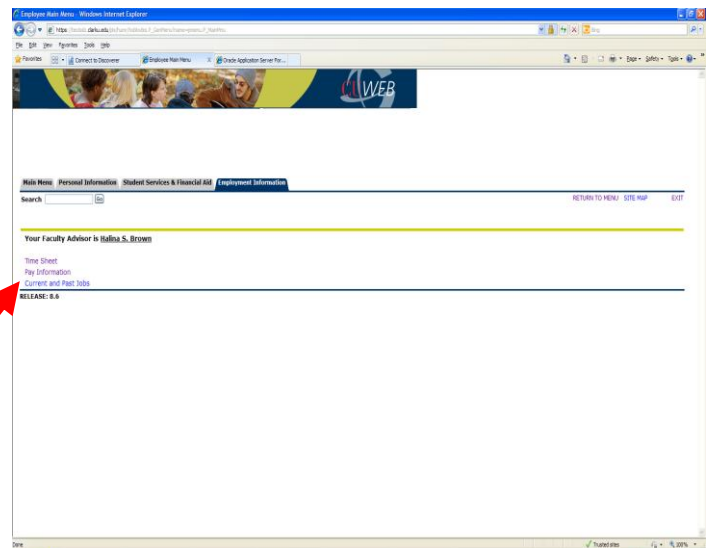
Select the **“Main Menu”** option located under the **“CU Web”** section of the navigation menu (upper left corner). Your design view may be slightly different than what is presented to the right – it will depend on what **“theme”** is active on your specific ClarkYOU page. The location of the navigational items will be the same regardless of the selection theme.



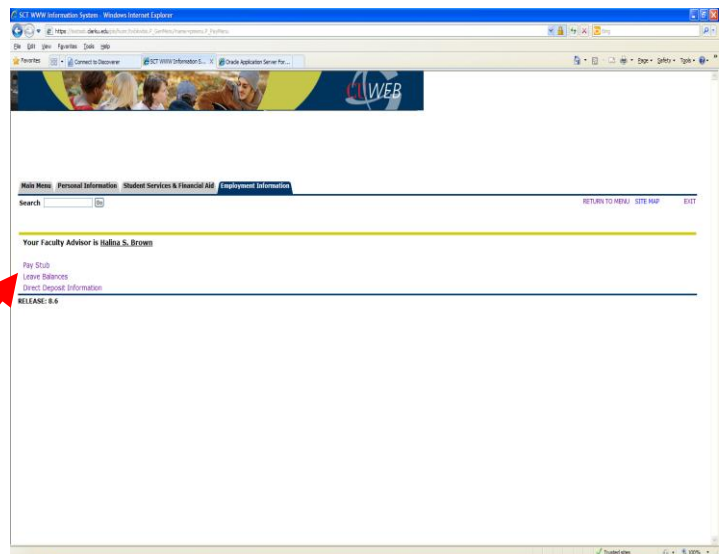
After you click on the “Main Menu” option located under the “CU Web” section of the navigation menu; you will be directed to a self serve page within Banner where you will be presented with an “Employment Information” tab.



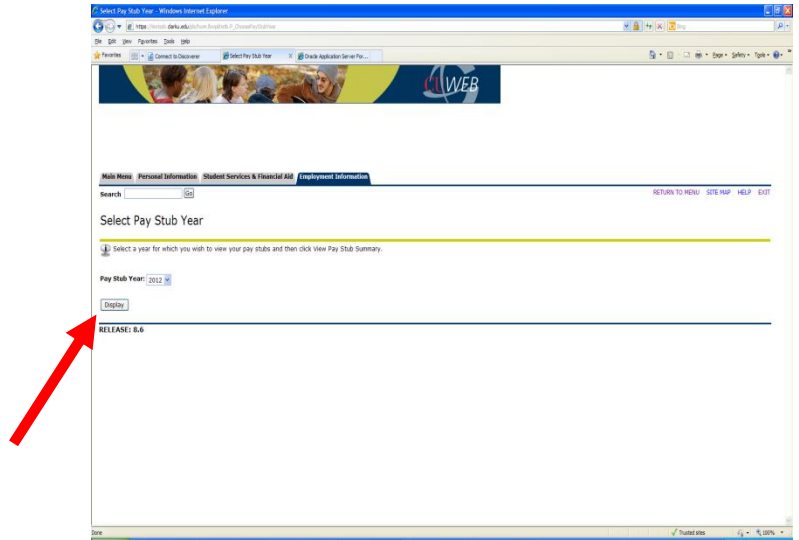
Click on the “Employment Information” tab, and select the “Pay Information” option.



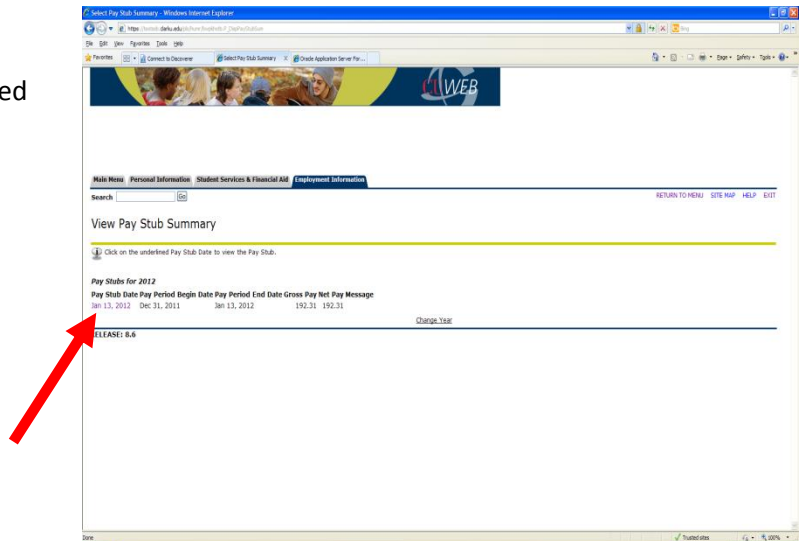
Select the “Pay Stub” option.



Select the “Pay Stub Year” that you would like to view and then click on the “Display” button.



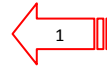
Select the pay stub date that you would like to view/print by clicking on the applicable date field located in the first column – the **blue date text** located under the “Pay Stub Date” header label.



Pay Stub Detail – Student Employees

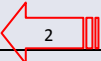
Pay amounts may be viewable on-line prior to funds being available on Pay Date (below).

Banner ID: C12345678 **Pay Date:** Jan 13, 2012
Employee: Clark Student **Pay Number:** Salary Bi-Weekly 1
Address: 950 Main St. **Pay Period:** Dec 31, 2011-Jan 13, 2012
 Worcester, MA



[Summary](#) | [Earnings](#) | [Benefits, Deductions and Taxes](#) | [Check or Direct Deposit](#) | [Filing Status](#)

Summary		
Type	Current Period	YTD Amount
Gross Amount:	\$192.31	\$192.31
Total Personal Deductions:	\$0.00	\$0.00
Net Amount:	\$192.31	\$192.31
Total Employer Contributions:	\$0.69	\$0.69



Earnings						
Job	Earnings	Hours or Units	Rate	Amount	YTD Amount	
GO6056-01, Student position	Grad - Other			\$192.31	\$192.31	
Total:				\$192.31	\$192.31	



Benefits, Deductions and Taxes						
Benefits and Deductions	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Taxes						
Federal Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$192.31	\$192.31
FICA Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA Social Security Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Massachusetts Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$192.31	\$192.31
Total:	\$0.00	\$0.00	\$0.00	\$0.00		

Check or Direct Deposit				
Number	Document Type	Bank Name	Account Type	Amount
12345678	Direct Deposit	Your Bank	Savings	\$192.31



Filing Status

Federal Income Tax		
Filing Status	Number of Allowances	Additional Withholdings
Single	1	\$0.00

Massachusetts Income Tax			
Status	# Exempt	Blind=1	Additional Withholdings
1	1		\$0.00

Printer Friendly

[Summary](#) | [Earnings](#) | [Benefits, Deductions and Taxes](#) | [Check or Direct Deposit](#) | [Filing Status](#)

Legend

#1 Employee Detail	#5 Employee Contribution to Benefits, Deductions and Taxes
#2 Pay Summary	#6 Employer Contribution to Benefits, Deductions and Taxes
#3 Earning Types	#7 Direct Deposit Information
#4 Benefits, Deductions and Taxes - Detail	#8 Printer Friendly Button - formats electronic check stub for printing