

STEPS TO VIEWING YOUR PAYCHECK

MULTI-FACTOR AUTHENTICATION (MFA) (if you have not set this up, this must be done first)

Effective April 2017, NDSU employees are required to use multi-factor authentication (MFA) to verify their identity before accessing specific information (e.g., viewing pay checks, checking benefits, etc.) within the PeopleSoft HRMS portal. In addition to your username and password, multi-factor authentication adds a second method for you to verify your identity through another device you control, such as a mobile phone, tablet or landline. ITS has information and instructions for signing up and using MFA at the following site.

<https://www.ndsu.edu/its/mfa/>

Steps to Viewing your Paycheck

- Go to NDSU Website
- Click the 'H' on the NDSU Index located at the bottom of the website
- Click on Human Resources and Payroll at the bottom of the list • [Human Resources and Payroll](#)
- Click on the Employee Self-Service Box

This will bring you to the PeopleSoft HRMS login page. Once you log in, make sure you are on the Employee Self Service Page, if it says anything other than that on the header, click the arrow to open the list of home pages and select Employee Self Service.

Click on the Payroll Tile

Click on Paychecks
Click on the check date, it will open that paycheck.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
12/31/2018	North Dakota State University	12/01/2018 12/15/2018	[REDACTED]	1485349
12/14/2018	North Dakota State University	11/16/2018 11/30/2018	[REDACTED]	1484250
11/30/2018	North Dakota State University	11/01/2018 11/15/2018	[REDACTED]	1479092
11/15/2018	North Dakota State University	10/16/2018 10/31/2018	[REDACTED]	1473956
10/31/2018	North Dakota State University	10/01/2018 10/15/2018	[REDACTED]	1468861
10/15/2018	North Dakota State University	09/16/2018 09/30/2018	[REDACTED]	1466087