Viewing and Printing Pay Stubs on Drexel One

**Please Note:** These instructions are intended to provide employees with basic information required to access and print their pay stub each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or printing your pay stub, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to **step 4**.

**Step 1. Access the Drexel One home page**

Use your internet browser to access the Drexel One home page at https://one.drexel.edu. There is a link to the Drexel One home page available in the lower left-hand corner of the Drexel University home page, http://www.drexel.edu.

**Step 2. Log on to Drexel One**

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “Password Reset Wizard” link and follow the instructions.
Step 3. Select the “Employees” tab

From the Drexel One Main Menu, click on the “Employees” tab at the top left of the screen.
Step 3a. Address Verification

Once each academic term, you will be prompted to verify your Employee Campus Mailing address and your Employee Home address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employees Main Menu.

If you do not receive this pop-up message, you will automatically be taken to the Employees Main Menu; skip to Step 4.
Step 4. Select from the Employees Main Menu

Click the “Direct Deposit/Pay Advice” link and skip to step 9. If you would like to view a pay stub from a previous year, you may click the “More BannerWeb Employee Services” link and continue to step 5.
Step 5. Select “Employee Information”

From the BannerWeb Main Menu, click on the “Employee Information” link.
Step 6. Select “Pay Information”

From the Employee Main Menu, click on the “Pay Information” link.
Step 7. Select “Pay Stub”

From the Pay Information Menu, click the “Pay Stub” link. This link may also be listed as “Direct Deposit Advice/Pay Stub”.
Step 8. Select Pay Stub Year

Using the drop-down box on the Select Pay Stub Year Menu, choose which year’s pay stub you would like to view/print. This will automatically default to the current or most recent year paid. Once you have made your selection, click the “Display” button below the drop-down box.
Step 9. Select Pay Stub

On the View Pay Stub Summary Menu, you will see a list of the pay stubs for each pay period in the year selected (defaults to current year). Pay period beginning and ending dates as well as gross and net pay amounts are displayed for reference. Click on the Pay Stub Date of the pay stub you wish to view/print.
Step 10. View/Print Pay Stub

Your pay stub will be displayed for you to view online. You will be able to view the details of your earnings and deductions as well as your gross pay, net pay and direct deposit breakdown. You may need to use the scroll bar on the right-hand side to scroll down through your entire list of benefit and tax deductions.

You may print your pay stub using the browser’s print button located at the top center of the screen. Please make sure that the printer you are using is not in use by others and retrieve your pay stub immediately.

Once you have viewed and printed your pay stub, log out of Drexel One using the “Logout” icon in the upper-right hand corner of the window. Be sure to close out of your browser once you have logged out of Drexel One.
### Pay Stub Detail

#### Pay Stub Summary
- **Employee Name:** John Doe
- **Pay Stub Date:** Jan 26, 2007
- **Gross Amount:** 1,711.37
- **Total Personal Deductions:** 630.25
- **Net Amount:** 1,081.12
- **Total Employer Contributions:** 475.66

#### Check or Direct Deposit
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<th>Number</th>
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</table>

#### Earnings
- **Regular:** 76.50 hours x $19.174504 = $1,466.85
- **Overtime 1.5 Pay:** 3.00 hours x $28.761756 = $86.29
- **Holiday:** 8.00 hours x $19.174504 = $153.40
- **Taxable Disability Replacement:** 1.00 hours x $4,830.00 = $4.83

#### Benefits or Deductions
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<thead>
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<th>Type</th>
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<td>Federal Social Security OASDI Tax</td>
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