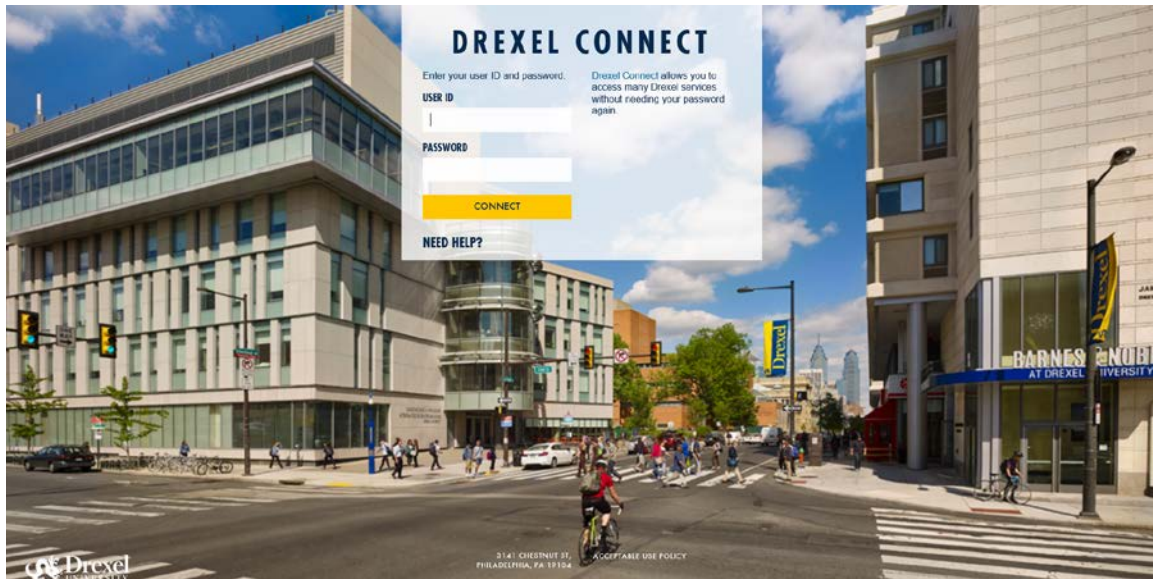# Viewing and Printing your Pay Stub in Drexel One

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 portal**

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.

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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 "help" link and follow the instructions.
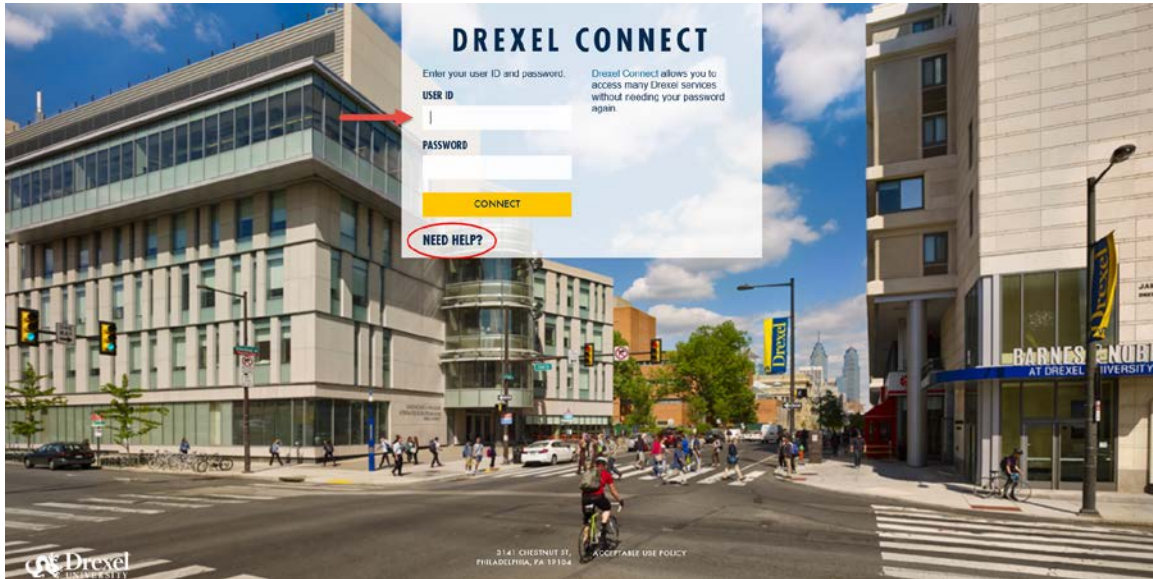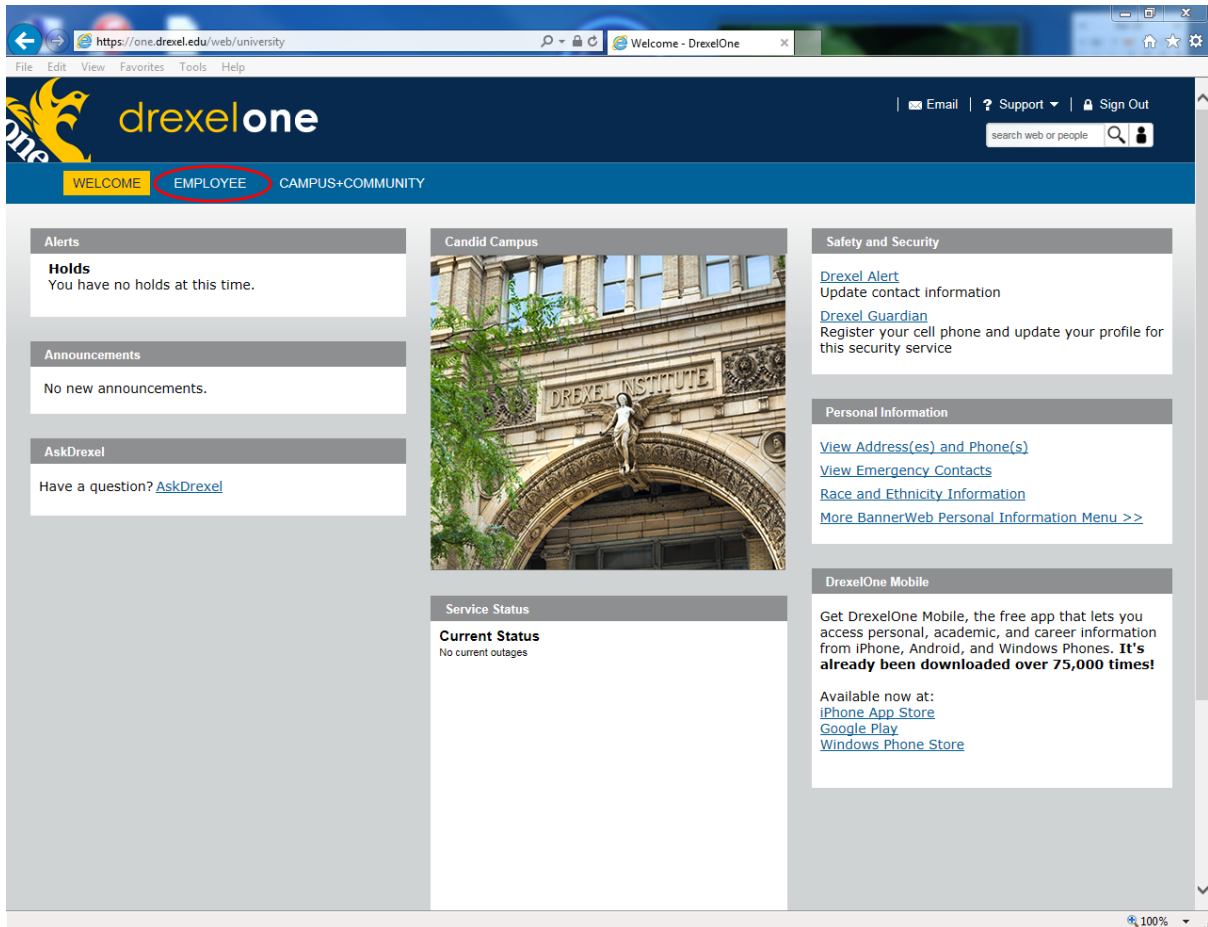
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Step 3. **Select the "Employee" link**

From the Drexel One Welcome page, click on the "Employee" link at the top left of the screen.

Note: If you do not see an "Employees" tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.

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Step 3a.   **DrexelAlert Emergency Contact Information Update**

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

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Step 3b.   **Address Verification**

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location 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(es), university ID and the effective date of your change. Click on the "Continue" button to move on to the Employee Services Menu.

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Step 4.   **Select from Payroll links**

Click the "Direct Deposit/Pay Advice" link.
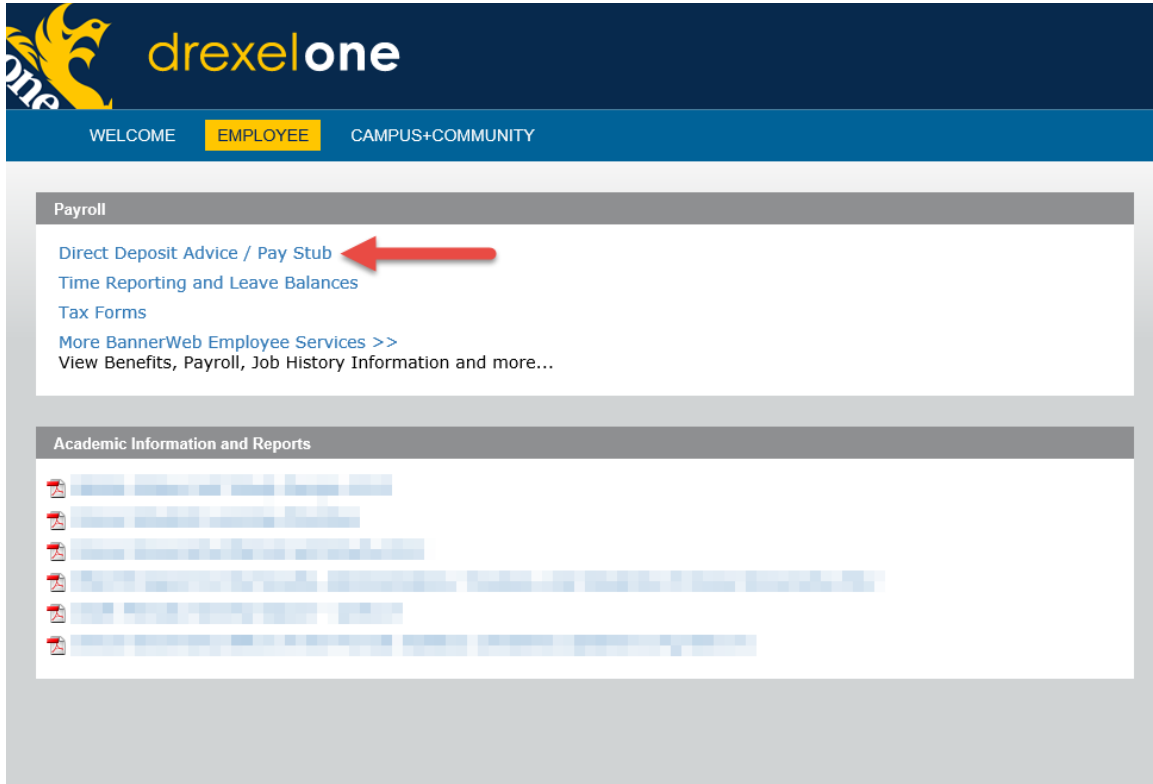
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Step 5.   **Select Pay Stub Year**

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.

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Step 6.   **Select Pay Stub**

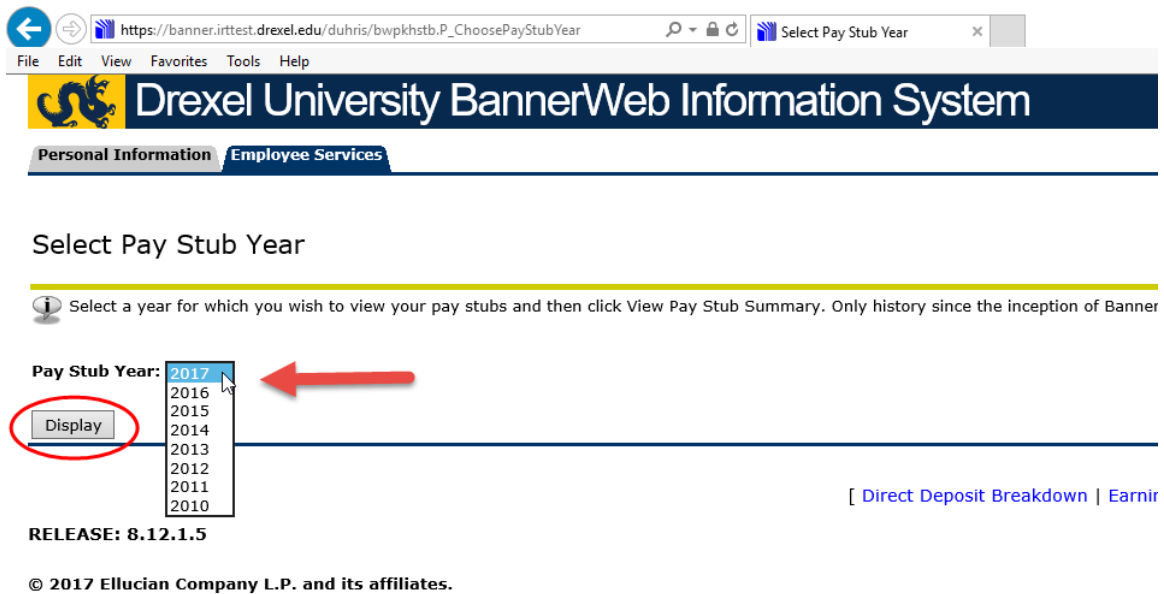On the View Pay Stub Summary Menu, you will see a list of the pay stubs for each pay period in the year selected (defaults to current year). Pay period beginning and ending dates as well as gross and net pay amounts are displayed for reference. Click on the Pay Stub Date of the pay stub you wish to view/print.

Drexel University BannerWeb Information System

Personal Information   Employee Services

View Pay Stub Summary

Click on the underlined Pay Stub Date to view the Pay Stub.

Pay Stubs for 2017

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Sep 08, 2017	Aug 19, 2017	Sep 01, 2017	$1,758.62	$1,119.28	
Aug 25, 2017	Aug 05, 2017	Aug 18, 2017	$1,758.62	$1,125.55	
Aug 11, 2017	Jul 22, 2017	Aug 04, 2017	$1,758.62	$1,119.29	
Jul 28, 2017	Jul 08, 2017	Jul 21, 2017	$1,758.62	$1,125.55	
Jul 14, 2017	Jun 24, 2017	Jul 07, 2017	$1,758.62	$1,119.29	
Jun 30, 2017	Jun 10, 2017	Jun 23, 2017	$1,758.62	$1,125.39	

Change

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Step 7.   **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.

To print your pay stub, click the "Printer Friendly" button at the bottom of the screen and then print the stub using your browser's print function.

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 "Exit" link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.