

## How to view your Fairmont State Pay Information On-Line

### LOGIN PROCEDURE:

- ❖ Fairmont State home page – Click Current Students
- ❖ Click Enrollment Center
- ❖ Click Secure Area Log-in
- ❖ Secure area login requires your UCA username and password
- ❖ Click Employee Services
- ❖ Click Pay Information

The following Pay Information screens are available to review and print as needed:

- Earnings History
  - View Earnings Detail by month
- Pay Stub
  - View Pay Stub Detail by pay date
- Deductions History
  - View Benefit / Deduction Year-to-Date Information
- WV State Auditor
  - Visit the Auditor's site to see pay stub and W2 information
    - Click My Pay
    - Click Pay Date (bold / underlined)

### Need assistance?

Contact the Payroll Office – Room 324, Hardway Building  
Sherry Baldwin . . . ext. 4652  
Cinda Ewing . . . . . ext. 4818