

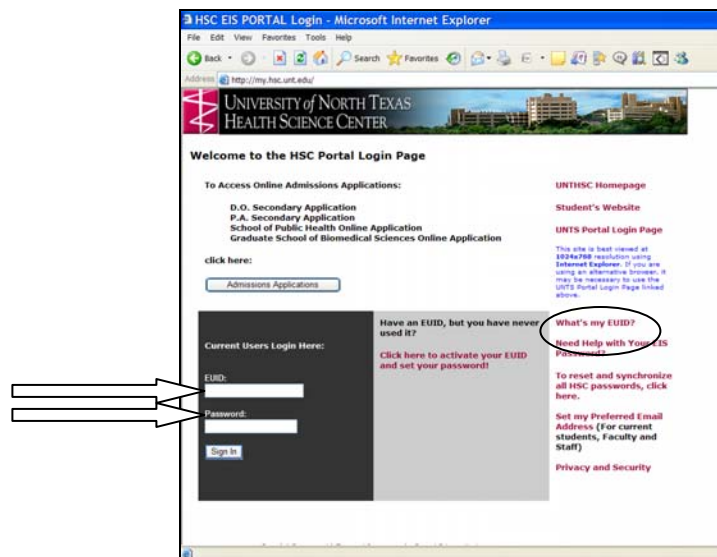
How do I log on to see my Paycheck?

- To view your Paycheck, you must log onto EIS.
- To log into EIS, go to the school's main website www.hsc.unt.edu and click on the my.hsc.unt.edu link at the bottom of the page, or, enter <http://my.hsc.unt.edu> in your browser's Address field. (This page can be accessed from on and off campus).

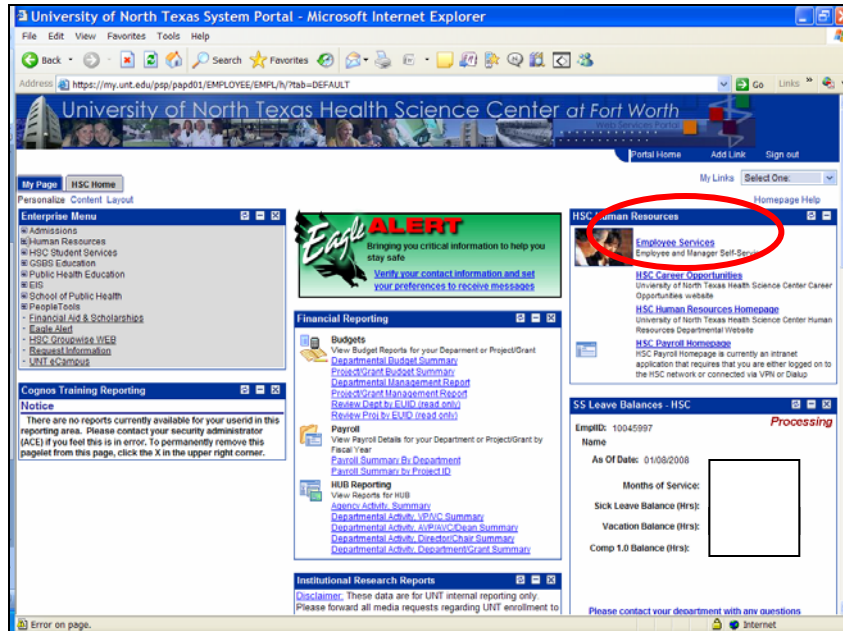


- Log in with your EUID or Novell/GroupWise user name and your Novell/Universal password. Your EUID is usually your initials and a series of numbers after, for example abc0011. If you don't know your EUID, you can use your Novell user name, or, click on the What's my EUID link on the login page.

Your Novell user name is usually the first letter of your first name and the first 7 of your last name. For example, Mickey Mouse would be mmouse. It is the same user name you use to log in each morning, and that you use for GroupWise. Your Novell/Universal password is the one you use to log in with each day, and is usually also your GroupWise password. If you can't remember this password, please visit <http://passwordportal.hsc.unt.edu>, or contact the ITS Helpdesk at 817.735.2192



- Once you have successfully logged in, you will see a screen similar to this. Click on Employee Services in the HSC Human Resources Box. *** Please note, it may take a while for the screen to load. During this time, it might look like nothing has happened. Give it about 30-60 seconds and it will load).



- Click on View Paycheck.



- The View Paycheck screen will display all the checks that you can view and print. To print, select the blue hyperlinked check date. You may need to allow pop-ups in your browser before the pdf “check” will appear. Once the pdf is up, choose print as you normally would.

[New Window](#) | [Help](#) | [Cu](#)

View Self Service Paycheck

Select PayCheck		Customize Find View All		First 1-10 of 53 Last			
	2008-01-02	Pay Begin Date	Pay End Date	Type	Net Pay	Chk Number	PDF File
1	2008-01-02	12/01/2007	12/31/2007	Advice			<input checked="" type="checkbox"/>
2	2007-12-03	11/01/2007	11/30/2007	Advice			<input type="checkbox"/>
3	2007-11-01	10/01/2007	10/31/2007	Advice			<input type="checkbox"/>
4	2007-11-01	10/01/2007	10/31/2007	Advice			<input type="checkbox"/>
5	2007-10-01	09/01/2007	09/30/2007	Advice			<input type="checkbox"/>
6	2007-09-04	08/01/2007	08/31/2007	Advice			<input type="checkbox"/>
7	2007-08-29	09/01/2007	09/14/2007	Check			<input type="checkbox"/>
8	2007-08-01	07/01/2007	07/31/2007	Advice			<input type="checkbox"/>
9	2007-07-02	06/01/2007	06/30/2007	Advice			<input type="checkbox"/>
10	2007-06-01	05/01/2007	05/31/2007	Advice			<input type="checkbox"/>

Help

- I can't get logged in –
Contact the ITS Helpdesk at 817.735.2192 or helpdesk@hsc.unt.edu
- I can get logged in, but I don't see the same information you show here –
Contact the EIS Helpdesk at 817.735.0505 or EIShelpdesk@hsc.unt.edu
- I can see my paychecks, but some are missing or wrong –
Contact the Payroll office at 817.735.2594 or payrolldept@hsc.unt.edu