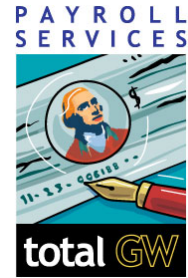


Easy View Paperless Paychecks **Questions and Answers**



What is Easy View Paychecks?

Easy View Paycheck is an online version of your paper direct deposit notification and will replace your printed direct deposit advice. Instead of receiving a paper direct deposit advice, your notification of deposit will be available online for you to view and print at your convenience, either at home or at work. Starting in January 2007, if you are paid by direct deposit and have an email address in Banner, you will have access to this easy and convenient tool.

Starting with the February 9, 2007 biweekly payroll and the March 30, 2007 monthly payroll, paper direct deposit notifications will no longer be distributed to faculty, staff and student workers who have access to *Easy View Paycheck*.

What are the benefits of Easy View Paycheck?

Easy View Paycheck provides you with the same information you receive today with the added security of knowing your personal information is not in the hands of someone else. This reduces the possibility of identity theft.

Additionally, you will have access to your current and archived direct deposit advices. Pay advices will be archived for at least one year starting with the January 2007 monthly payroll and the January 12, 2007 biweekly payroll.

What if I don't have an email address in Banner?

Easy View Paycheck is only available to those employees who have an email address registered within Banner. Those employees without an email address will continue to receive a paper direct deposit advice. The reason for this decision is that employees without an email address in Banner probably would not have access to a computer at work and therefore would not have the ability to view or print their pay stubs.

Employees who obtain a GW email address will automatically have access to *Easy View Paychecks* and will no longer receive a paper deposit advice.

Can I enroll in Easy View with a non-GW email address?

Yes. You must add your non-GW e-mail address to your "Employee Information" within GWeb Information System. Easy instructions follow:

- Go to the myGW Portal at: <http://my.gwu.edu/>

- Click on the “GWeb Info Sys” link from the menu on the left side of the screen
- Log into the GWeb Information System following User Login instructions
(remember your Gwid is required for access to the GWeb Information System)
- Select Personal Information
- Select “Update E-Mail Addresses”
- Make a selection (Business or Home) from the “Type of E-Mail to Insert” drop down menu
- Enter the e-mail address at which you would like to receive your Easy View direct deposit notifications
- Check the “Make this your Preferred Address” checkbox
- Click on the “Submit” button to add your e-mail to your GWeb Information System profile
- Log out

How will I know when my direct deposit notification is available?

Each pay period direct deposit users will be notified by email that their Easy View direct deposit notification is available for viewing and printing. Simply click on the link provided in the email and log into the GWeb Information System. *Starting in January employees who are signed up for direct deposit and receive their pay on a supplemental pay run will also have their pay direct deposited and will receive an email notification.*

How do I view my direct deposit advice?

Click on the link provided in your email notification or log into the GWeb Information System and click on the “Employee Information” link. For those who have never visited the GWeb Information System to review one’s Human Resource and Payroll records, easy directions follow:

- Go to the myGW Portal at: <http://my.gwu.edu/>
- Click on the “GWeb Info Sys” link from the menu on the left side of the screen
- Log into the GWeb Information System following User Login instructions
(remember your Gwid is required for access to the GWeb Information System)
- Select Employee Information

If you have trouble logging into the GWeb Information System you can contact the ISS Help Desk at 202-994-5530 for assistance.

When will I be able to view and/or print my current pay stub information?

If you are paid biweekly, your online pay stub will be available on the Tuesday prior to each payday.

If you are paid monthly, your online pay stub will be available to view and/or print approximately two days prior to the pay date.

When I receive an email notification of my direct deposit, does that mean that my paycheck has been deposited into my account?

No. The email notification you receive will include the effective date of your deposit.

Will the payroll information that is currently available through the GWeb Information System continue to be available for all employees?

Yes. The GWeb Information System has not changed.

What if I don't know my GWID?

If you have forgotten, misplaced or never retrieved your GWID, please go <http://gwid.gwu.edu/> and follow the instructions for "retrieving your GWID".

What if I don't know my PIN?

Go to the "GWeb Information System" (Go to the myGWeb Portal at: <http://my.gwu.edu/>, click on the "GWeb Info Sys" link from the menu located on the left side of the screen) or click on the link below and follow the instructions.

Don't know your PIN? 
Click here for help.