PAYROLL DISBURSEMENT

Montana State University Billings processes a biweekly payroll every other Friday. When the scheduled bi-weekly payday falls on a legal holiday, distribution will occur on the preceding business day. The payroll schedule can be obtained at http://www.msubillings.edu/staff/paysched.htm.

Time sheets are due by 5:00 PM on the Monday following payday. Electronic versions of timesheets may be obtained at http://www.msubillings.edu/financialservices/forms.htm.

Payroll by Check: All paper payroll checks will be distributed centrally from the Financial Services & Payroll Office in McMullen Hall Room 309 between 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM, Friday-payday to the Wednesday following payday. ***One form of picture identification is required to pick up your check***.

Payroll by Direct Deposit: Employees may request their pay be deposited directly into up to three bank accounts with any U.S. financial institution. The Direct Deposit form can be obtained at http://www.msubillings.edu/technology/onlineforms/finservpayroll/DirectDepositForm.pdf.

Pay Stubs & Employee Self Service: Employee pay stubs are provided for your convenience on myInfo https://prodmyinfo.montana.edu/pls/blagent/twbkwbis.P_GenMenu?name=homepage Current and prior pay period stubs can be printed from this site. Direct deposit allocation is noted and can be easily verified by you as to its accuracy. Additional links provide year-to-date or monthly totals of your gross salary, net salary or deduction amounts. Leave balances can be viewed and printable copies of W-2's for prior years are also available. All of these resources are available on a secured website, day or night.

If you have questions regarding the process for distributing paychecks and direct deposit, please contact **Financial Services & Payroll in McMullen Hall Room 309 or 406-657-2131**.

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INSTRUCTIONS FOR ACCESSING EMPLOYEE SELF SERVICE (MYINFO) & VIEWING PAY STUBS:

Go to https://prodmyinfo.montana.edu/pls/blagent/twbkwbis.P_GenMenu?name=homepage
- ❖ Click on Enter Secure Area
- ❖ User Login Screen
  - ▪ Enter your User ID (Employee/Student ID) and PIN and Click Login
- ❖ Welcome screen
  - ▪ Click on the Employee Information link or the Employee Services tab
- ❖ Employee Services screen
  - ▪ Click on the Pay Information link
  - ▪ Click on the Pay Stub link
  - ▪ Click Pay Stub Year (current year defaulted) and click Display
- ❖ View Pay Stub Summary screen
  - ▪ Select the pay stub you wish to view and the electronic pay stub will open
- ❖ Click Exit in the upper right corner to log out

This website may also be accessed from the MSU Billings homepage http://www.msubillings.edu/ by clicking myInfo in the top right corner.