You have the ability to view your pay advice online.

All employees and students with computer access are able to view the current pay advice one day prior to the scheduled pay date. You have access to pay advices issued during the current calendar year plus two prior years.

If you receive your pay via an actual check, you will still be able to view the pay stub online.

<table>
<thead>
<tr>
<th>Type of Pay Received</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paycheck only</td>
<td>Employee continues to receive a printed paycheck and can view pay information online.</td>
</tr>
<tr>
<td>Direct-Deposit Advice only</td>
<td>Pay information can only be viewed online.</td>
</tr>
<tr>
<td>Paycheck and Direct-Deposit Advice</td>
<td>Employee continues to receive a printed paycheck and can view pay information online.</td>
</tr>
</tbody>
</table>

To access your pay advice online please follow the steps below:

1. Open your web browser. In the location or address bar type in: https://tigerpaws.trinity.edu. Press the “ENTER” key on your keyboard.
2. At the TigerPaws Login screen, enter your User ID and password and press the “ENTER” key on your computer.
3. Click on TigerPaws for Employees to the right side of the screen.
4. Under Employee Profile click on Pay Advices.
5. Select the appropriate pay date that you wish to view.

To view a pay advice from a prior calendar year, click on the pull-down menu next to “Select Other Year”, click the submit button.

You can print the pay advice from your web browser however for best results you must have Internet Explorer 7.0. Most common versions of popular web browsers should print successfully. If you do not have Internet Explorer 7.0 installed on your PC please contact the ITS Help Desk at x7409 or helpdesk@trinity.edu for assistance.

FAQ:

Q: Will the web version of my pay advice provide the same information as the paper version?
A: Yes, the same exact information that you receive on the paper version will be online.

Q: How secure is this?
A: Protecting your personal account or information via the internet can be accomplished by using an adequate password. Please review the Password Policy established by ITS for developing and maintaining passwords.

Q: When will my pay information be posted online?
A: You will be able to view your pay information the day before the scheduled pay date.

Q: Will I get this information online if I receive a check versus direct deposit?
A: Yes, even if you currently receive a paper check you will still be able to access your pay information online. Direct deposit is always encouraged as a safe and reliable way of receiving your pay. If you have interest in learning more about direct deposit, contact Payroll at x7302. You can send the completed Application for Direct Deposit to the Payroll Office, NH 108C.