

How to Access Your Earning Statements

1. Log in to the Portal: <https://www.wou.edu/portal/>

The screenshot shows the Western Oregon University Portal 2.0 login page. At the top left is the university logo and name. In the center is the word "PORTAL" in large red letters with "2.0" in smaller text. To the right are links for "Portal Home" and "WOU Home". Below the header, a message states: "The Portal uses Single Sign-On to give you simple access to most WOU online programs from one customizable menu." Below this is a login form with a red padlock icon containing a paw print and the text "PAID PRINT". The form includes fields for "Username:" and "Password:" and a "Login" button. A note below the form says: "Setting your password with [Account Lookup](#) will synchronize all accounts accessed through the Portal." At the bottom, there is a red footer bar with contact information: "University Computing Services | phone: 503-838-8925 | email: [UCS Service Request Desk](#) | [Text only](#)" and a copyright notice: "© 2014 Western Oregon University".

2. Click the Wolf Web Icon.

This screenshot shows the dashboard of the Western Oregon University Portal 2.0. At the top, the university logo and name are on the left, and "PORTAL 2.0" is in the center. To the right are "Portal Home" and "WOU Home" links, and a user name "Heather Mercer" with a dropdown arrow. Below the header is a row of application icons: Google Email, ASTRA, WolfWeb (highlighted with a black arrow), Moodle, Library, Forums, WCS, Banner, and WOUAlert. A "Single Sign-On" link is also visible. The main content area is divided into several sections: "STAFF" (with a gear icon), "Welcome to Portal 2.0", "My Programs:" (a red-bordered box with a gear icon containing a list of programs), "Programs for Everyone:" (a red-bordered box with a close icon containing a list of programs), and "Upcoming Events:" (a yellow-bordered box with a red banner for "2014 Family Weekend" from Friday, February 7th to Sunday, February 9th, accompanied by a group photo).

3. Choose the Employee Menu.

Western Oregon UNIVERSITY • Wolf Web

MAIN MENU EMPLOYEE MENU PERSONAL INFORMATION FINANCE MENU

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Personal Information

Personal Information Menu

- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)

RELEASE: 8.5.4

4. Select Pay Information.

Western Oregon UNIVERSITY • Wolf Web

MAIN MENU EMPLOYEE MENU PERSONAL INFORMATION FINANCE MENU

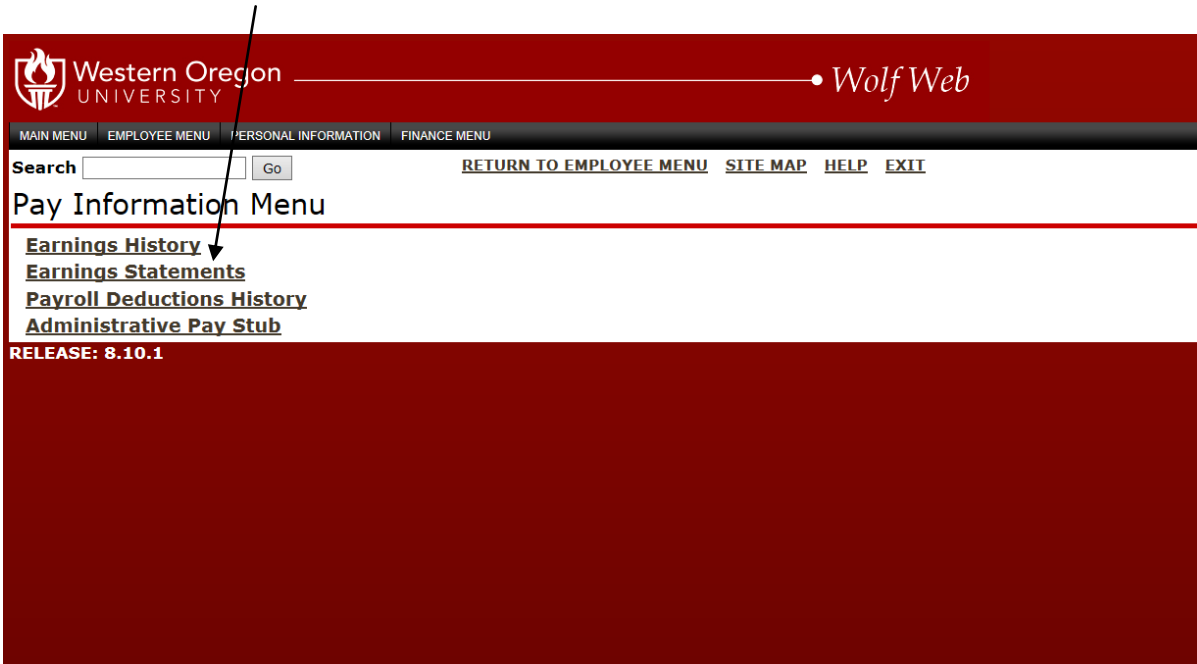
Search Go [RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Menu

- [Benefits and Deductions](#)
View your retirement plans, health insurance information, flexible spending, other miscellaneous deductions.
- [Pay Information](#)
View your Earnings Statements and Earnings and Deductions History
- [Tax Forms](#)
View your W-2 and W-4 information
- [Leave Balances and History](#)
View your current leave accruals
- [Leave Accrual and History](#)
Leave accrual and history for supervisors unclassified staff
- [Faculty/Staff Parking Permit](#)
Purchase faculty/staff parking permit on line
- [Health and Wellness Center](#)
Purchase a pass for yourself or a family member, view currently active passes
- [Account Summary Totals / Account Payment](#)
Review Account Summary and/or make a payment on your account
- [Add Print Credits](#)
Add credits to your network print balance
- [Current and Past Jobs](#)
View updates made to your current or previous job assignments

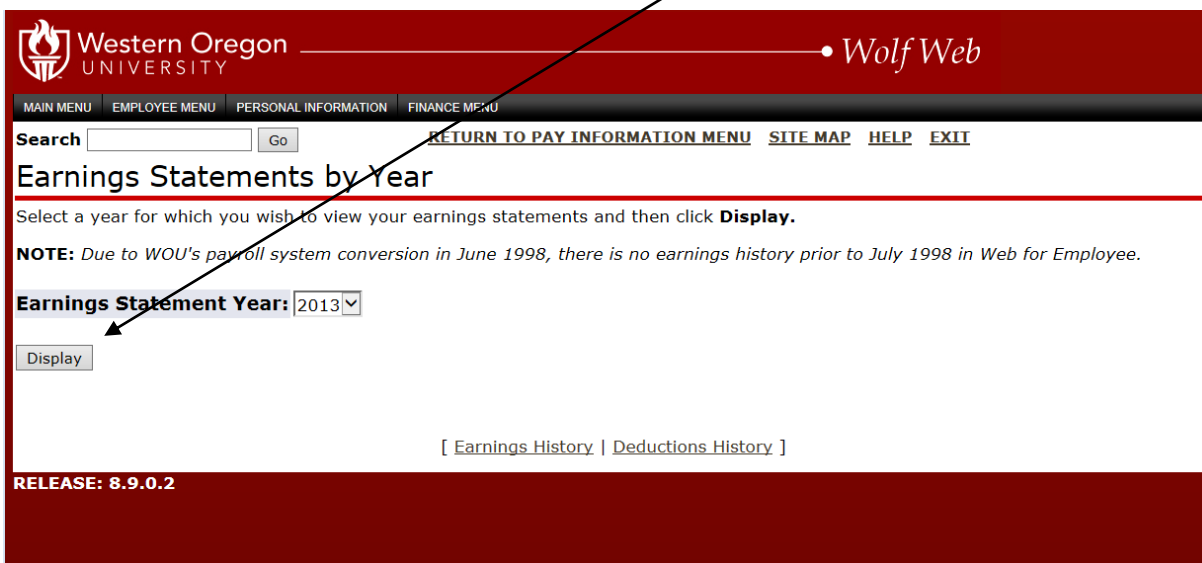
RELEASE: 8.10.1

5. Click on Earning Statements.



The screenshot shows the 'Pay Information Menu' on the Western Oregon University Wolf Web. At the top left is the university logo and name. To the right is the 'Wolf Web' logo. Below the header is a navigation bar with links for 'MAIN MENU', 'EMPLOYEE MENU', 'PERSONAL INFORMATION', and 'FINANCE MENU'. A search bar with a 'Go' button is on the left, and links for 'RETURN TO EMPLOYEE MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Pay Information Menu' and contains four underlined links: 'Earnings History', 'Earnings Statements', 'Payroll Deductions History', and 'Administrative Pay Stub'. An arrow points to the 'Earnings Statements' link. At the bottom left, it says 'RELEASE: 8.10.1'.

6. Choose a year from the drop down menu and select Display.



The screenshot shows the 'Earnings Statements by Year' page on the Western Oregon University Wolf Web. At the top left is the university logo and name. To the right is the 'Wolf Web' logo. Below the header is a navigation bar with links for 'MAIN MENU', 'EMPLOYEE MENU', 'PERSONAL INFORMATION', and 'FINANCE MENU'. A search bar with a 'Go' button is on the left, and links for 'RETURN TO PAY INFORMATION MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Earnings Statements by Year' and contains the text: 'Select a year for which you wish to view your earnings statements and then click **Display**.' Below this is a **NOTE**: 'Due to WOU's payroll system conversion in June 1998, there is no earnings history prior to July 1998 in Web for Employee.' There is a label 'Earnings Statement Year:' followed by a dropdown menu showing '2013'. An arrow points to the dropdown menu. Below the dropdown is a 'Display' button. At the bottom center, there are links for '[Earnings History | Deductions History]'. At the bottom left, it says 'RELEASE: 8.9.0.2'.

7. Choose which Pay Stub you want to view.

Western Oregon UNIVERSITY Wolf Web

MAIN MENU EMPLOYEE MENU PERSONAL INFORMATION FINANCE MENU

Search Go [RETURN TO PAY INFORMATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Earnings Statement Summary

Click on the underlined Earnings Statement Date to view the Earnings Statement.

NOTE: Due to WOU's payroll system conversion in June 1998, there is no earnings history prior to July 1998 in Web for Employee.

Pay Stubs for 2013

<u>Pay Stub</u>	<u>Date</u>	<u>Pay Period Begin Date</u>	<u>Pay Period End Date</u>	<u>Gross Pay</u>	<u>Net Pay</u>	<u>Message</u>
Dec 31, 2013	Dec 01, 2013	Dec 31, 2013				
Nov 27, 2013	Nov 01, 2013	Nov 30, 2013				
Oct 31, 2013	Oct 01, 2013	Oct 31, 2013				
Sep 30, 2013	Sep 01, 2013	Sep 30, 2013				
Aug 30, 2013	Aug 01, 2013	Aug 31, 2013				
Jul 31, 2013	Jul 01, 2013	Jul 31, 2013				
Jun 28, 2013	Jun 01, 2013	Jun 30, 2013				
May 31, 2013	May 01, 2013	May 31, 2013				
Apr 30, 2013	Apr 01, 2013	Apr 30, 2013				
Mar 29, 2013	Mar 01, 2013	Mar 31, 2013				
Feb 28, 2013	Feb 01, 2013	Feb 28, 2013				
Jan 31, 2013	Jan 01, 2013	Jan 31, 2013				

[Change Year](#)

8. Success! You should now be viewing your earning statement.

Earnings Statement Detail

Oregon University System-WOU
 PO Box 488
 Corvallis, Oregon 97339
 541-737-3466

WOU ID: _____ **Pay Date:** Dec 31, 2013
SSN/SIN/TIN: _____ **Pay Period:** Dec 01, 2013-Dec 31, 2013
Employee: Heather Marie Mercer
Address: _____

[Summary](#) | [Earnings](#) | [Benefits, Deductions and Taxes](#) | [Check or Direct Deposit](#) | [Filing Status](#)

Payment Summary

Type	Current Period	YTD Amount
Gross Amount:		
Total Personal Deductions:		
Net Amount:		
Total Employer Contributions:		