The University of New Orleans
Web-STAR (Peoplesoft Campus Solutions v 9.0):
View Paycheck & Leave Balance
View Paycheck & Leave Balance

This document contains the information and tools needed to view paycheck and leave balances.

Goal
To have the skills and knowledge to View Paycheck and leave balances.

Participate
at the end of this module, you will be able to………

Objectives
1. View Paycheck
2. View Leave Balance
3. Print Paycheck

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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Navigation to Web-STAR

Step 1. Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

Step 2. Select the Faculty & Staff link.

Step 3. Select the Web-STAR logo.
Step 4. Select the **Faculty/Staff** link.

Step 5. Enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.
Step 6. Welcome to the Web-STAR Home Page. The home page is your starting point.

View Paycheck

Step 1. From the menu on the left side of the screen, navigate to Self Service, Payroll and Compensation, View Paycheck.
Step 2. Select the check date you desire to view. **Note:** Your current paycheck will appear first.
Step 3. The View Paycheck page will display. To view historical paychecks select the "View a Different Paycheck" link.
Print Paycheck


View Leave Balances

Step 1. Navigate to Self Service, Payroll and Compensation, View Paycheck.

Step 2. Select the “View Leave Balances” link.
Step 3. The leave balances page will display sick, vacation and comp leave balances.