The University of New Orleans

Web-STAR (Peoplesoft Campus Solutions v 9.0):
View Paycheck & Leave Balance

THE UNIVERSITY *of*
NEW ORLEANS

Training Group

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.
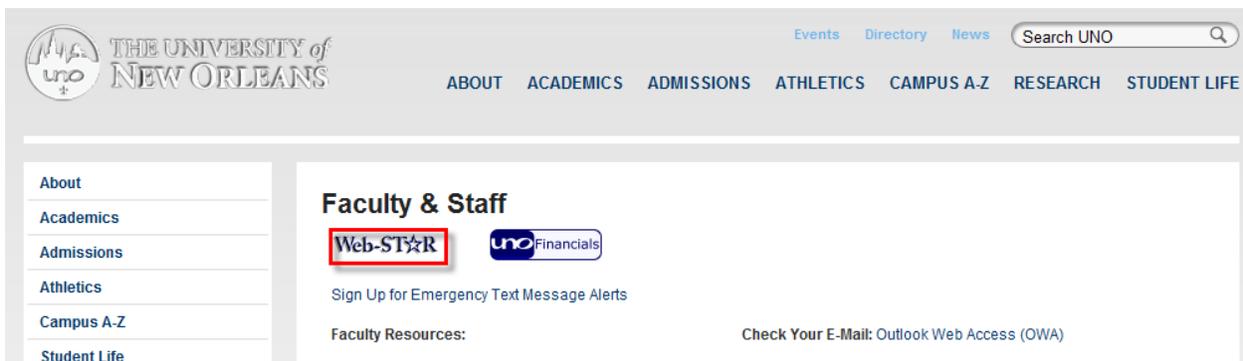
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View Paycheck/Leave Balances

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the **Faculty & Staff** link.

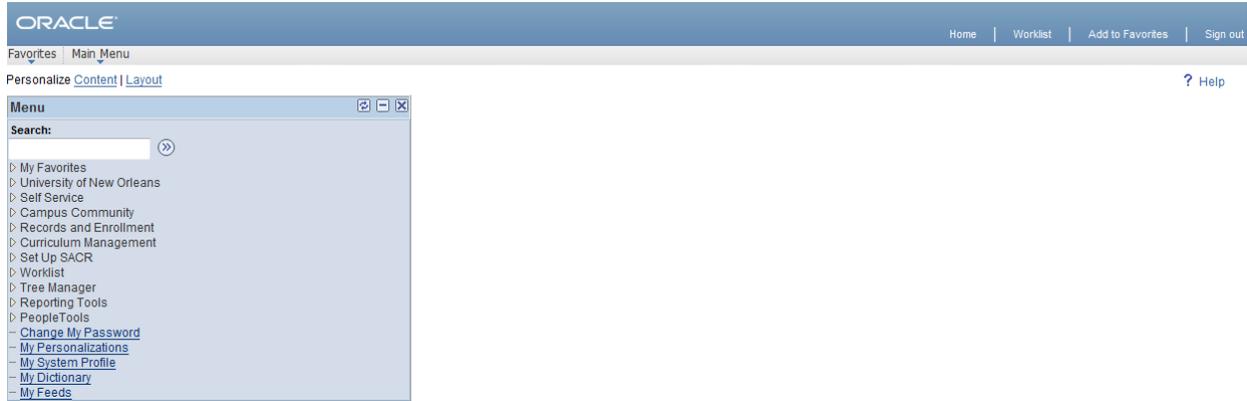| Step 3.	Select the Web-ST☆R logo.

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.
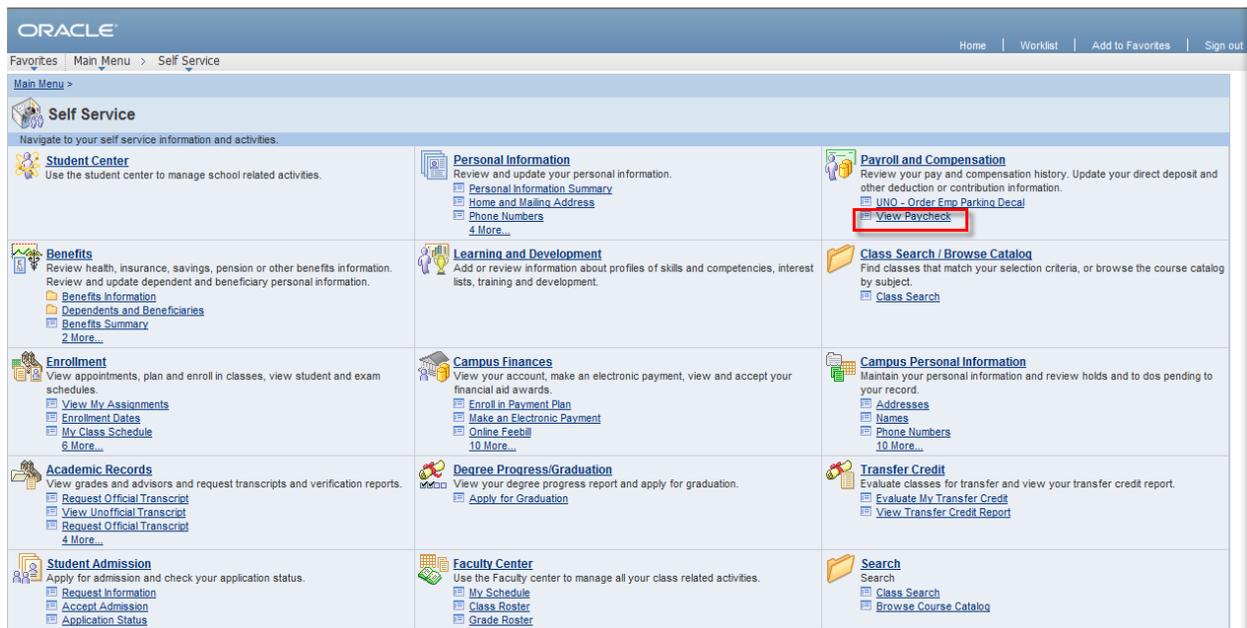
Step 2.	Select the check date you desire to view. **Note:** Your must current paycheck will appear first.

Step 3.	The View Paycheck page will display. To view historical paychecks select the "**View a Different Paycheck**" link.

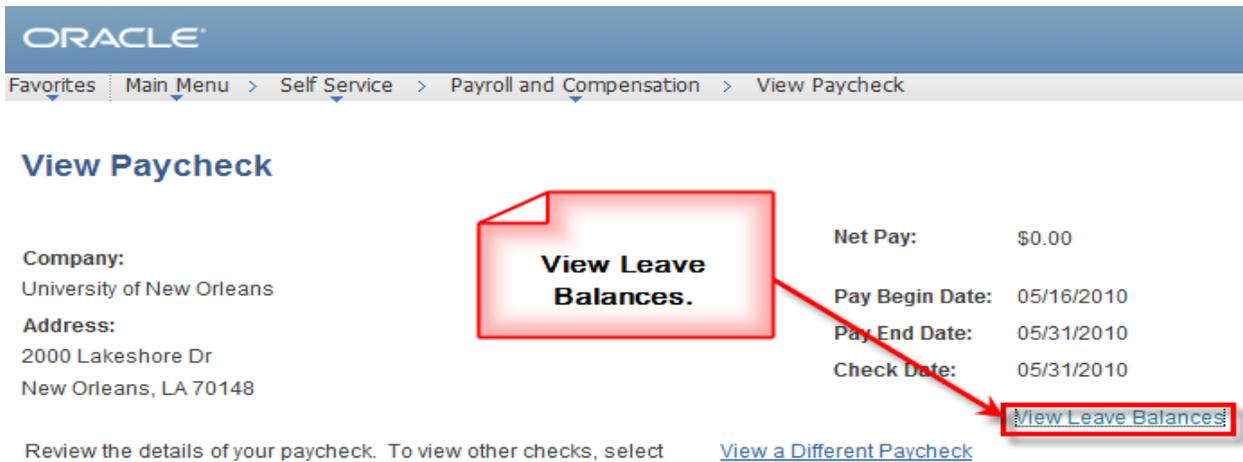## Print Paycheck

Step 1.	See Printing Active Screen Section in the Basic Navigation Training Manual at http://pstrain.uno.edu/docs/introref.pdf

View Leave Balances

Step 1.	Navigate to Self Service, Payroll and Compensation, View Paycheck.
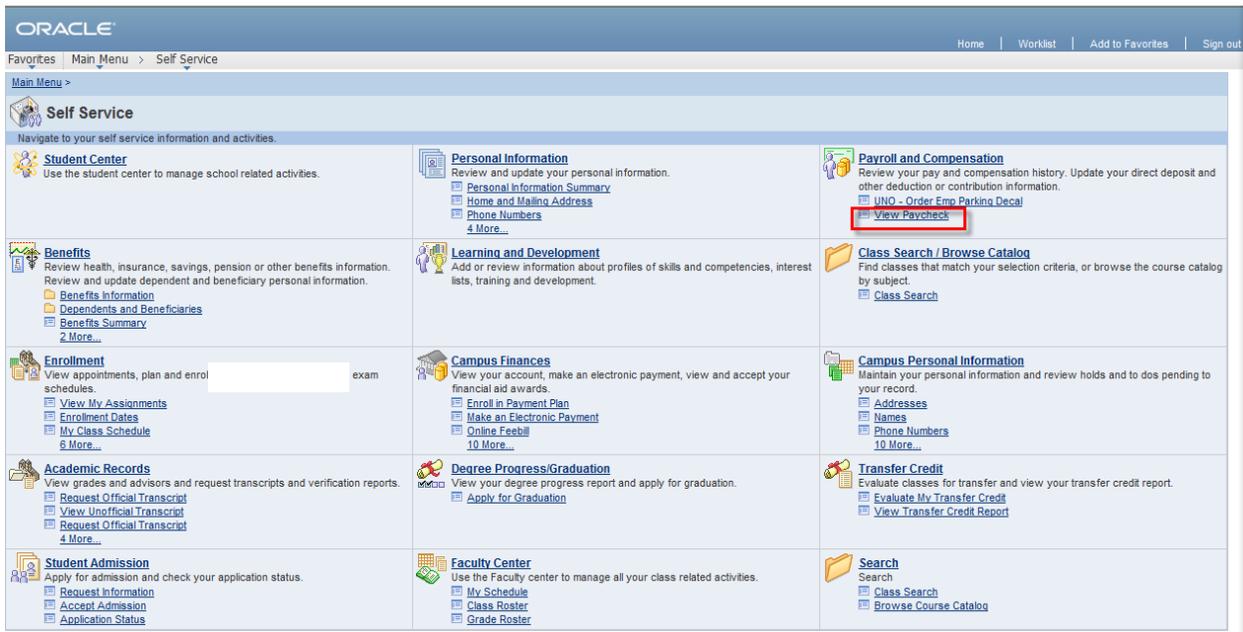
Step 2.	Select the **"View Leave Balances"** link.

View Paycheck/Leave Balances

Step 3.	The leave balances page will display sick, vacation and comp leave balances.