

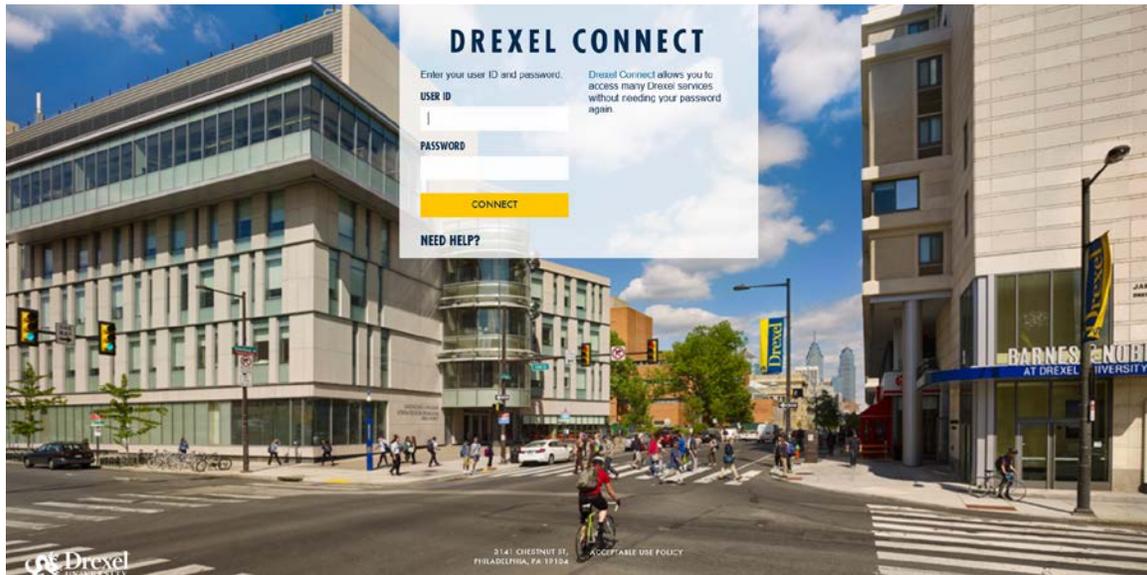
## Viewing and Printing your Pay Stub in Drexel One

**Please Note:** *These instructions are intended to provide employees with basic information required to access and print their pay stub each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or printing your pay stub, please contact the Payroll Department at [payroll@drexel.edu](mailto:payroll@drexel.edu).*

**If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.**

### Step 1. Access the Drexel One portal

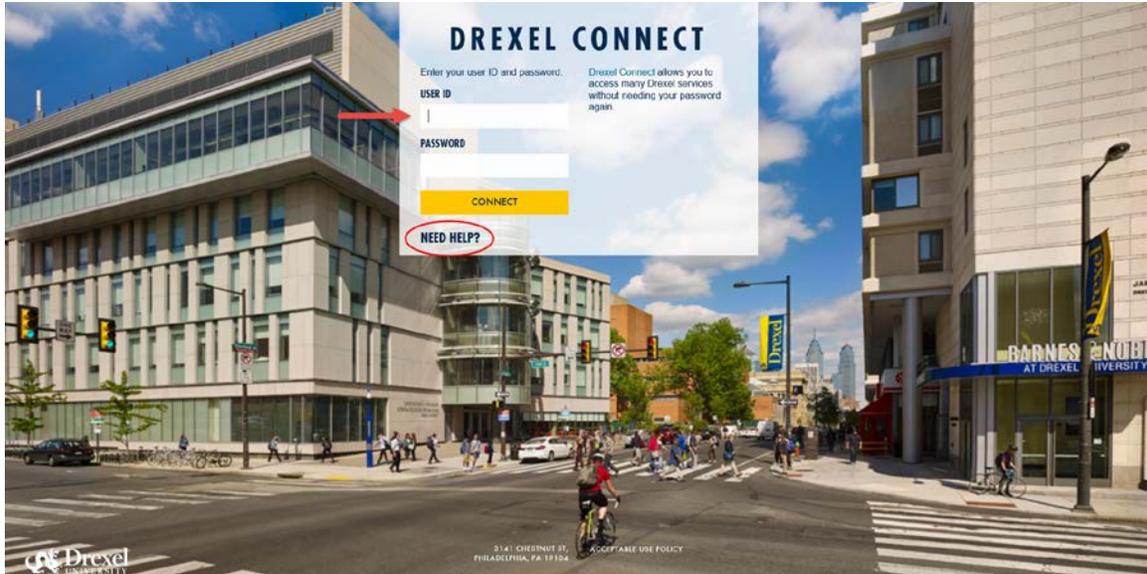
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



# Viewing and Printing your Pay Stub in Drexel One

## Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

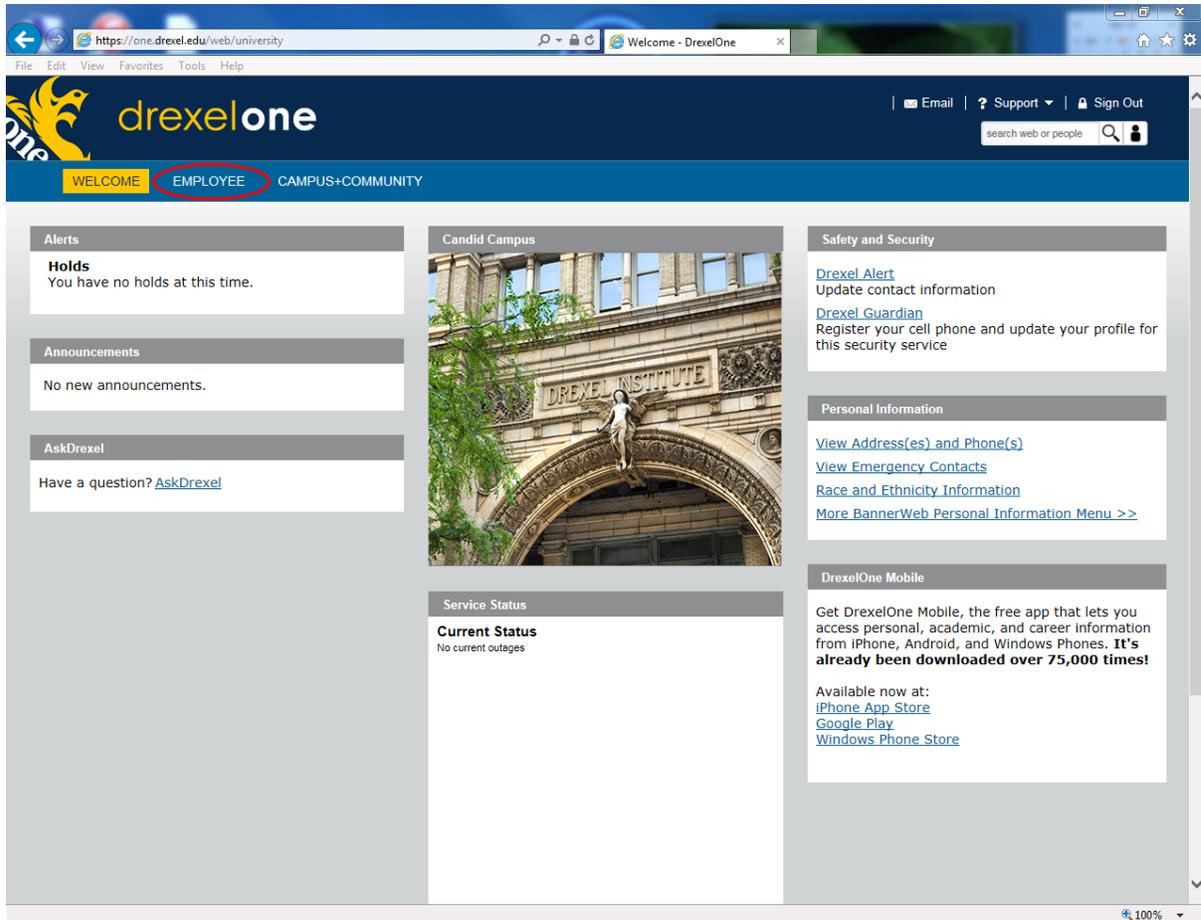


# Viewing and Printing your Pay Stub in Drexel One

## Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*



# Viewing and Printing your Pay Stub in Drexel One

## Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window displaying the Drexel University BannerWeb Information System. The page title is "DrexelAlert Emergency Contact Information Update". The page content includes a header with the DrexelAlert logo and the text "DrexelAlert Emergency Contact Information Update". Below the header, there is a section titled "Please verify/enter your preferred mobile phone number below." followed by a paragraph explaining the system and a form for entering a mobile phone number. The form has three input fields containing the numbers "215", "555", and "0123", and a green checkmark icon to the right. Below the form, there is a "Submit" button with a red arrow pointing to it. The page also includes a "RELEASE: 000" notice at the bottom.

https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P\_DisplayEmployeeAddress

Current Address Display

Drexel University BannerWeb Information System

Personal Information Employee Services

HELP EXIT

**DrexelALERT**  
EMERGENCY NOTIFICATION SYSTEM

### DrexelAlert Emergency Contact Information Update

Please verify/enter your preferred mobile phone number below.

All members of the Drexel University community are required to participate in a university-wide emergency notification system known as "DrexelAlert". The effectiveness of the system will depend upon the University's access to complete and accurate contact information for all members of the community. Therefore, it is the policy of the University that all students, faculty and staff be required to provide their primary mobile phone number for inclusion in the DrexelAlert system so that messages may be delivered via text messaging and/or phone.

For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University.

If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the "Personal Information" section.

**Mobile Phone** 215 555 0123 ✓

I do not have a mobile phone.

The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified.

**By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy.**

Submit

RELEASE: 000

100%

# Viewing and Printing your Pay Stub in Drexel One

## Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu).

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

**Drexel University BannerWeb Information System**

Personal Information | Employee Services

**FACULTY AND STAFF ADDRESS VERIFICATION**

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to [hris@drexel.edu](mailto:hris@drexel.edu) your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

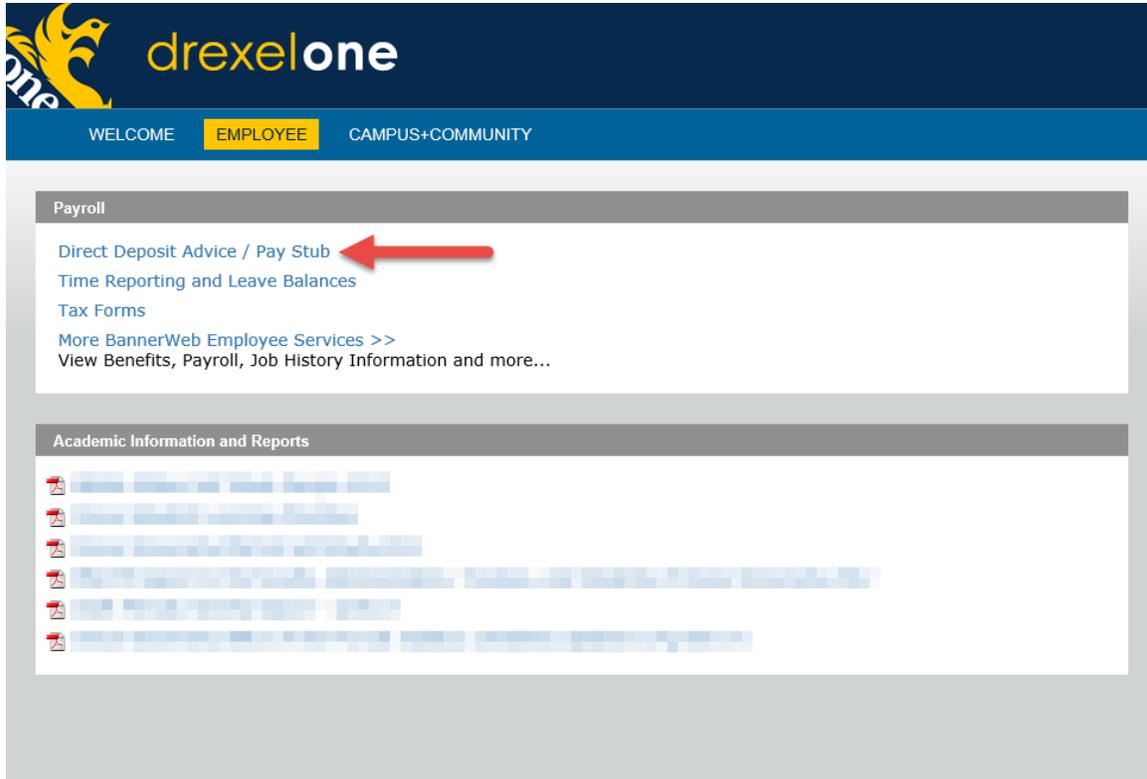
Employee Campus Mailing Address(es)	Employee Campus Mailing Phone(s)
Current: January 1, 2010 - ?  3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000  ✓
Employee Home Address(es)	Employee Home Phone(s)
Current: January 1, 2010-?  123 Main Street Hometown, USA 12345	Primary: (215) 555-0123  ✓
Employee Work Location Address(es)	Employee Work Location Phone(s)
Current: January 1, 2010 - ?  3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000  ✓

RELEASE: 015

# Viewing and Printing your Pay Stub in Drexel One

## Step 4. Select from Payroll links

Click the “Direct Deposit/Pay Advice” link.



# Viewing and Printing your Pay Stub in Drexel One

## Step 5. Select Pay Stub Year

Using the drop-down box on the Select Pay Stub Year Menu, choose which year's pay stub you would like to view/print. This will automatically default to the current or most recent year paid. Once you have made your selection, click the "Display" button below the drop-down box.

https://banner.irttest.drexel.edu/duhris/bwphkstb.P\_ChoosePayStubYear

Select Pay Stub Year

Personal Information Employee Services

### Select Pay Stub Year

Select a year for which you wish to view your pay stubs and then click View Pay Stub Summary. Only history since the inception of Banner

Pay Stub Year: 2017  
2016  
2015  
2014  
2013  
2012  
2011  
2010

Display

[ Direct Deposit Breakdown | Earnin

RELEASE: 8.12.1.5

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# Viewing and Printing your Pay Stub in Drexel One

## Step 6. Select Pay Stub

On the View Pay Stub Summary Menu, you will see a list of the pay stubs for each pay period in the year selected (defaults to current year). Pay period beginning and ending dates as well as gross and net pay amounts are displayed for reference. Click on the Pay Stub Date of the pay stub you wish to view/print.

 **Drexel University BannerWeb Information System**

[Personal Information](#) [Employee Services](#)

### View Pay Stub Summary

 Click on the underlined Pay Stub Date to view the Pay Stub.

#### Pay Stubs for 2017

<u>Pay Stub Date</u>	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
<u>Sep 08, 2017</u>	Aug 19, 2017	Sep 01, 2017	\$1,758.62	\$1,119.28	
<u>Aug 25, 2017</u>	Aug 05, 2017	Aug 18, 2017	\$1,758.62	\$1,125.55	
<u>Aug 11, 2017</u>	Jul 22, 2017	Aug 04, 2017	\$1,758.62	\$1,119.29	
<u>Jul 28, 2017</u>	Jul 08, 2017	Jul 21, 2017	\$1,758.62	\$1,125.55	
<u>Jul 14, 2017</u>	Jun 24, 2017	Jul 07, 2017	\$1,758.62	\$1,119.29	
<u>Jun 30, 2017</u>	Jun 10, 2017	Jun 23, 2017	\$1,758.62	\$1,125.39	

[Change](#)

[ [Earnings History](#) | [D](#)

RELEASE: 8.12.1.5

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# Viewing and Printing your Pay Stub in Drexel One

## Step 7. View/Print Pay Stub

Your pay stub will be displayed for you to view online. You will be able to view the details of your earnings and deductions as well as your gross pay, net pay and direct deposit breakdown. You may need to use the scroll bar on the right-hand side to scroll down through your entire list of benefit and tax deductions.

To print your pay stub, click the “Printer Friendly” button at the bottom of the screen and then print the stub using your browser’s print function.



Please make sure that the printer you are using is not in use by others and retrieve your pay stub immediately.

Once you have viewed and printed your pay stub, log out of Drexel One using the “Exit” link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

**Drexel University BannerWeb Information System**

Personal Information | **Employee Services** | RETURN TO MENU | HELP | **EXIT**

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View Pay Stub Detail

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**Drexel University**  
1505 Race St., 9th Floor  
Philadelphia, Pennsylvania 19102-1119  
215-895-2885

**Banner ID:** [REDACTED]      **Pay Date:** Sep 08, 2017  
**Social Security Number:** \*\*\*\*\*      **Pay Period:** Aug 19, 2017-Sep 01, 2017  
**Employee:** Minnie Mouse  
**Address:** 123 Main St  
Orlando, Florida 32830  
UNITED STATES OF AMERICA

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

**Payment Summary**

Type	Current Period	YTD Amount
Gross Amount:	\$1,758.62	\$31,637.91
Total Personal Deductions:	\$639.34	\$11,443.86
Net Amount:	\$1,119.28	\$20,194.05

**Earnings**

Job	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
Little Sister	Winter Break	1				\$639.34
	Holiday	1				\$875.85
	Regular	1	72.00	\$21.982750	\$1,582.76	\$25,060.36
	Sick Leave	1				\$703.44
	Emergency Closing	1				\$175.86
	Summer Hours	1	8.00	\$21.982750	\$175.86	\$967.23
	Vacation Leave	1				\$3,165.51
<b>Total:</b>					<b>\$1,758.62</b>	<b>\$31,637.91</b>

**Benefits, Deductions and Taxes**

Benefits and Deductions	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Deductions before Federal Tax						