

## Pay Slip Instructions

1. Go to <https://myhr.ohio.edu/> and login using your OHIO ID and Password
2. Click on My Personal Information to open the drop down menu, then select Payslip

The screenshot shows the Ohio University E-Business Suite home page. At the top, there is a search bar with 'Enterprise Search' and 'Contract Documents' dropdowns, a 'Go' button, and a 'Search Results Display Preference' dropdown set to 'Standard'. Below the search bar is the 'Home' section. On the left is a 'Navigator' menu with a 'Personalize' button. The menu items are: My Personal Information (circled in red), Absence Management, Personal Information, Other Misc. Information, Payslip (circled in red), Federal and State Tax Forms, Employment and Salary History, W-2 Wage and Tax Statements, Faculty/Staff Directory, Manage Payments, Self Service Benefits, Disclose Disability Status, Disclose Veteran Status, and OU Manager Self Service. On the right is a 'Worklist' section with a 'Full List' button. Below the 'Full List' button is a table with columns 'From', 'Type', 'Subject', and 'Sent Due'. The table contains one row with the text 'There are no notifications in this view.' Below the table is a tip: 'TIP Vacation Rules - Redirect or auto-respond to notifications.'