

# Employee Online Instructions

Check stubs are obtained through Blinn College's **Employee Online Information**. You will also be able to view and update your address, phone numbers, and emergency contact. You can view your W-4 filing status, current position, pay information, sick, vacation, and personal balances.

## To view your check stub:

- Go to Blinn College home page
- Under Personnel Support click on Employee Online Information
- Initial login is your Blinn employee ID#
- Password is your date of birth in the format of **YYYYMMDD**
- Click on Pay Check on the left-hand side & click on Check Stub
- Select the pay stub you want to view & click on view record

## To print your check stub:

- Click on File on the toolbar
- Page setup
- Under orientation change printer to landscape and print

