

Dear TES Employee:

Effective with the payroll period beginning July 8, 2007, pay stubs will no longer be mailed. The last date that pay stubs will be mailed will be July 13, 2007. This information can be accessed through the Self Service Banner system. The following are the steps in viewing/printing your pay stub information:

Go to www.auburn.edu
Click on **Employees**(this is located in the "On-line Resources")
Click on **AU Access** (**Do Not** click on the HELP link)
Log in using your User Name and password
Click on **Employee Services** tab
Click on **Self Service Banner**
Click on **Employee** tab
Click on **Pay Information**
Click on **Pay Stub** (ensure that the year is 2007)
Click on **Display**
Click on the **Pay Stub Date**

If you are not set up with a user name to access Banner, please contact your on-site supervisor or the administrative support staff member in your assigned department that can assist you.

If you already have a user name and are a first time user in Banner, you will need to sync your password as follows:

Go to www.auburn.edu
Click on Employees
Click on Password update
Enter the requested information: AU User Name
 Current Password
 New Password(you can keep the current password)
 Re-type New Password

Click on SET PASSWORD
Allow 5 minutes for changes to take effect.

If you need additional assistance, please do not hesitate to call our office at 334-844-7363.

Thank you.

Sincerely,

Mary H. Prather, Manager
Temporary Employment Services