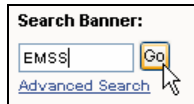


How To View & Print Your Pay Stub (Direct Deposit Advice)

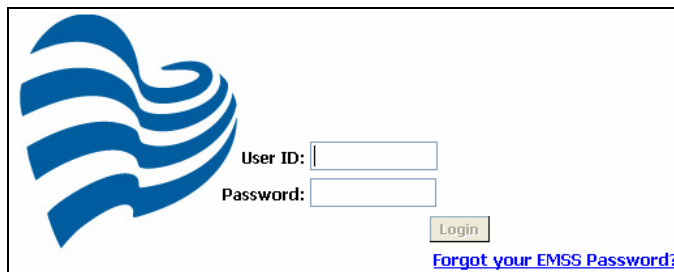
1) Log into Employee Manager Self Service (EMSS)

- From an EMSS Kiosk
 - User ID = Employee ID number
 - Password = Your birth date in this format - MMDDYY
- From a Banner Health computer
 - Type EMSS in the search field on your facility intranet page

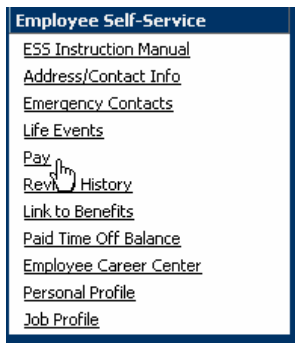


- From the internet (outside Banner Health)
 - Go to <http://bannerhealthemployee.com>
 - Click on the **Self Service** link and log in as instructed above in Step 1

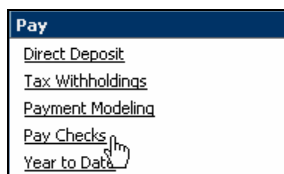
Note: The first time you log in, you will be directed to change your password. Did you forget your password? Click on the **Forgot Your EMSS password** link and follow the instructions.



3) Click the **Pay** link on the left navigation bar.



4) Click the **Pay Checks** link



5) Click on the **diamond** next to the Pay Check you want to view/print

How To View & Print Your Pay Stub (Direct Deposit Advice)

Details	Number	Payment Date
◆	4884975	04/20/2006
◆	4864596	04/06/2006
◆	4844249	03/23/2006
◆	461514	03/14/2006
◆	4823256	03/09/2006

6) Click on the **view check stub** link



7) Click the **Print** button to print your pay check stub (Direct Deposit Advice)

Protect your personal information! Remember to close all popup windows and collect all printed material before leaving the Kiosk.