

## Viewing Your Online Payroll Statements

Current and historical online payroll statements are available for you to access 24/7 in Employee Self Service. Please follow the below steps to view and/or print your information.

- Log in to CONNECT LEHIGH using your network user ID and password
- Under “Where to” select Banner
- Click on the Employee Tab
- Choose Pay Information
- Choose Payroll Statements
- Use the drop down box to choose the year, then click Display
- Payroll Statements will be displayed with the most current at the top
- Click on the date to display
- Use the Printer Friendly button on the bottom of the Payroll Statement to print a copy if needed
- Exit when finished