

PAYROLL DISBURSEMENT

Montana State University Billings processes a biweekly payroll every other Friday. When the scheduled bi-weekly payday falls on a legal holiday, distribution will occur on the preceding business day. The payroll schedule can be obtained at <http://www.msubillings.edu/staff/paysched.htm>.

Time sheets are due by 5:00 PM on the Monday following payday. Electronic versions of timesheets may be obtained at <http://www.msubillings.edu/financialservices/forms.htm>.

Payroll by Check: All paper payroll checks will be distributed to the Human Resources Office, 309 Helen Hall Room 309 or 406-657-2131.

INSTRUCTIONS FOR ACCESSING EMPLOYEE SELF SERVICE (MYINFO) & VIEWING PAY STUBS:

Go to https://prodmyinfo.montana.edu/pls/blagent/twbkwbis.P_GenMenu?name=homepage

Click on Enter Secure Area

User Login Screen

Enter your User ID (Employee/Student ID) and PIN and Click Login

Welcome screen

Click on the Employee Information link or the Employee Services tab

Employee Services screen

Click on the Pay Information link

Click on the Pay Stub link

Click Pay Stub Year (current year defaulted) and click Display

View Pay Stub Summary screen

Select the pay stub you wish to view and the electronic pay stub will open