

# **Cleveland State University**

## **View Paycheck Instructions**

You can view and print your paychecks using **myProfile Payroll** by following the instructions below. You must be an active employee at CSU to use **myProfile Payroll**.

- Start Google Chrome.
- Navigate to CSUOHIO.EDU website and click the **MYCSU** tab.
- Click **Employee Self-Service** in the blue column.
- Click **myProfile**. A new screen will display for you to log on. Enter your CSU ID and CampusPass (which is your Campus Net Password).
- Click the **Payroll** tile.
- From the left navigation, select **View Paychecks**.
- Click the link for the check date and the paycheck will be displayed. If it doesn't appear, check for messages that pop ups were blocked and allow them. Once the form is displayed you can print it. Look for the printer icon near the top or bottom of the page.

### **Common Issues**

1. If **myProfile Payroll** fails to launch from the **MYCSU** page, try deleting internet history or using a different browser. For example, use Internet Explorer instead of Google Chrome. Or close and restart your browser.
2. If nothing happens when you press the links, pop ups are blocked and need to be disabled.

***\*\* If you do not know your CampusNet password, you will need to contact IS&T department at 216-687-5050 for assistance resetting. You will need your CSU ID# when you call. \*\****