PAYROLL DISBURSEMENT
Great Falls College Montana State University
Revised 2/25/22

Direct Deposit Pay Stub in Electronic Format
- Direct deposit of pay is paperless for MSU employees.
- A notice is sent to your UNIV e-mail address announcing whenever a payment has been processed for you.
- The electronic version of your pay stub is provided by **Banner Web/My*Info***, a valuable resource that is available from the internet on a secured web site, day or night, *after your first payroll has been **processed***. If you print your pay stub, it will show the College logo and your masked SSN.
- Employees have the ability to elect or modify their direct deposit allocations from Banner Web/*MyInfo.* Successful modifications to direct deposit rely on attention to detail and a thorough understanding of the process so please review the Frequently Asked Questions document pertaining to Direct Deposit located on our website www.gfcmsu.edu under Faculty & Staff _ Forms _ Payroll.

Additional features and services available in Banner Web/MyInfo:
- You may choose to receive your W-2 electronically which is safer and more convenient than waiting for a paper copy generated on the MSU-Bozeman campus to arrive by the USPS. To elect a paperless W-2, go to Banner Web/Employee Services tab/Tax Forms/Electronic W-2 Consent, check the box and submit. W-2s printed from Banner Web are official legal documents. You have the option to revoke consent for a paperless W-2 at any time, including at termination of employment.
- A complete history of current and prior year pay stubs and W-2's issued by Great Falls College MSU is retained indefinitely in **Banner Web/My*Info***, to be viewed or printed during active employment and after termination.
- Other useful information available from Banner Web/MyInfo includes your personal contact information, Form W-4 elections, leave balances and history, deduction history, and the ability to establish emergency contact information.

Payroll Check Distribution
- Payroll checks are mailed from the Business Office on payday if you have not established direct deposit.

ACCESSING Banner Web/MyInfo:
1. In your web browser (ie. Firefox) type www.gfcmsu.edu to bring up the homepage for Great Falls College MSU.

2. Click on **the Banner Web/My*Info*** link located in the black ribbon at the top of our homepage.

3. Click on _Log in to Banner Web/My Info using your NetID.

4. Login with NetID for "Username" and associated password. Contact the Payroll Office if you do not know your NetID. If you have never established a password for your NetID, use the assistance listed under "Trouble logging in?"—either reset your password OR contact the campus Help Desk and they will step you through the process of establishing a password.

5. Once you gain access to Banner Web, go to Personal Information and do the following: view your E-mail address. Check to see if there is a University Recognized (OFFICIAL) E-mail Address entry and that it is pointing to your @gfcmsu.edu account. When payroll has been processed for you, an e-mail announcement will be sent to your (OFFICIAL) UNIV e-mail address. Please contact the campus Help Desk at 771-4433 or the Payroll Office if you have questions about e-mail addresses.

VIEWING or PRINTING PAY and W-2 INFORMATION IN BANNER WEB – MY INFO
- Once you have logged into Banner Web/*My Info*, click on either the Employee Information menu item or the Employee Services tab—they take you to the same place.

- Click on the link you are interested in —Pay Information or Tax Forms

- Words or headings in blue or purple font provide more detailed information by clicking once with the left hand button of the mouse.

- In order to print information from Banner Web, look for a Printer Friendly button or push ALT + X to bring up a Tools menu that allows you to preview, set up, and print.