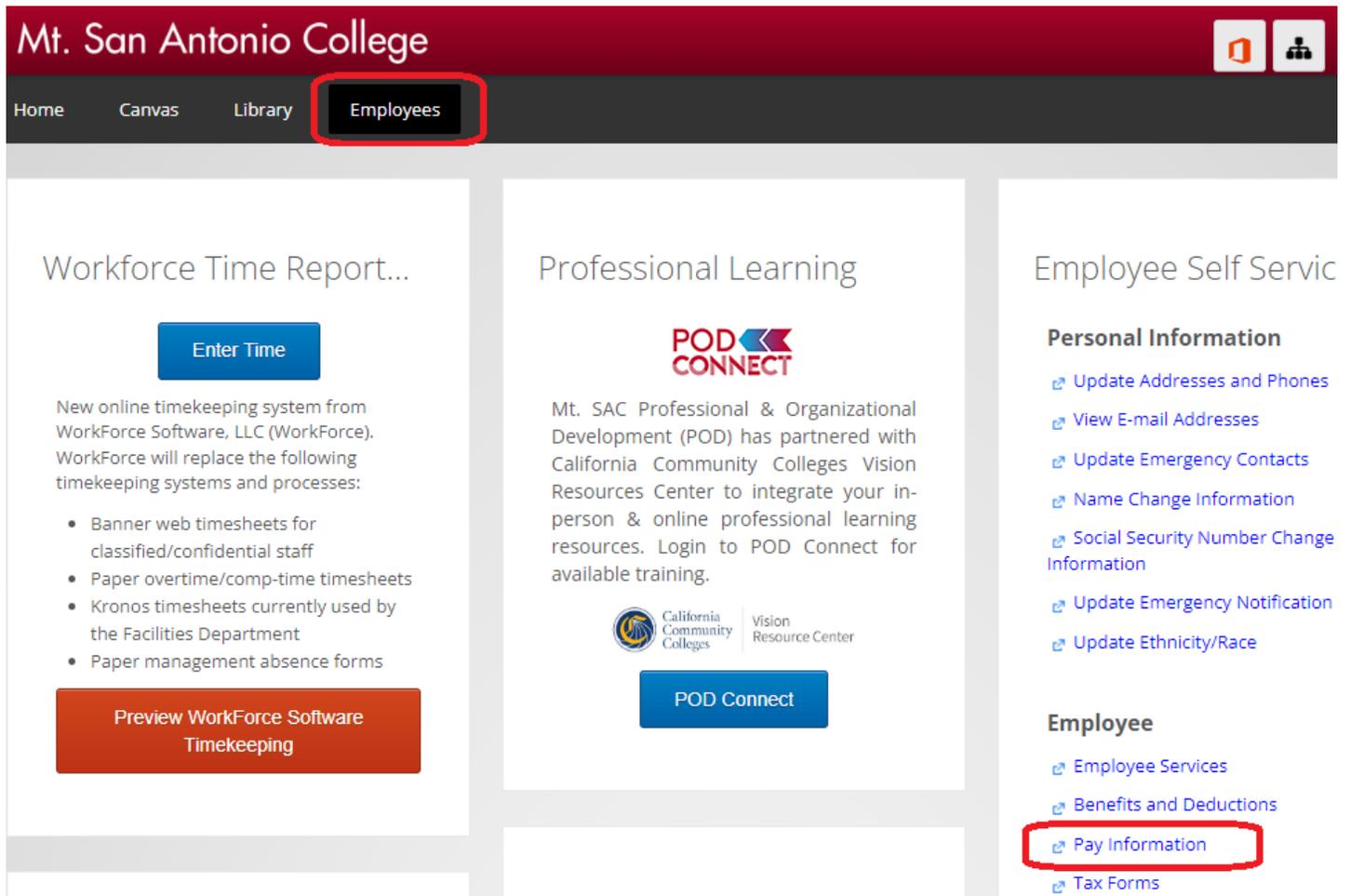


HOW TO ACCESS YOUR FEDERAL WORK STUDY (FWS) PAYSTUB

You can access electronic forms of your paystub via your portal.

- Log into your portal at: <https://inside.mtsac.edu/>
- Navigate to **Employees Tab** (circled below). (If you only have a Student Tab, click on a middle section such as Update Address and the Employee Tab should pop up, if it's not already there.)

Step 1: Select Pay Information



The screenshot shows the Mt. San Antonio College portal interface. At the top, the college name "Mt. San Antonio College" is displayed in white on a dark red background. Below this is a navigation bar with links for "Home", "Canvas", "Library", and "Employees". The "Employees" link is highlighted with a red circle. The main content area is divided into three columns. The left column is titled "Workforce Time Report..." and contains a blue "Enter Time" button, a description of the new WorkForce software, and a list of replaced systems. The middle column is titled "Professional Learning" and features the "POD CONNECT" logo, a description of the partnership with the Vision Resource Center, and a blue "POD Connect" button. The right column is titled "Employee Self Service" and contains two sections: "Personal Information" with links for "Update Addresses and Phones", "View E-mail Addresses", "Update Emergency Contacts", "Name Change Information", "Social Security Number Change Information", "Update Emergency Notification", and "Update Ethnicity/Race"; and "Employee" with links for "Employee Services", "Benefits and Deductions", "Pay Information" (highlighted with a red circle), and "Tax Forms".

Mt. San Antonio College

Home Canvas Library **Employees**

Workforce Time Report...

[Enter Time](#)

New online timekeeping system from WorkForce Software, LLC (WorkForce). WorkForce will replace the following timekeeping systems and processes:

- Banner web timesheets for classified/confidential staff
- Paper overtime/comp-time timesheets
- Kronos timesheets currently used by the Facilities Department
- Paper management absence forms

[Preview WorkForce Software Timekeeping](#)

Professional Learning

POD CONNECT

Mt. SAC Professional & Organizational Development (POD) has partnered with California Community Colleges Vision Resources Center to integrate your in-person & online professional learning resources. Login to POD Connect for available training.

 [POD Connect](#)

Employee Self Service

Personal Information

- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update Emergency Contacts](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Update Emergency Notification](#)
- [Update Ethnicity/Race](#)

Employee

- [Employee Services](#)
- [Benefits and Deductions](#)
- [Pay Information](#)
- [Tax Forms](#)

Step 2: Select Pay Stub

Personal Information **Employee**

Search

Pay Information

- Direct Deposit Allocation
- Earnings History
- Pay Stub**
- Deductions History
- Earnings by Positions

Step 3: Select Pay Stub Year (such as 2023) and then Display

Personal Information **Employee**

Search

Pay Stub

 Choose a year and then select Display.

Pay Stub Year:

Display

Step 4: Select paystub you would like to view

 Select the Pay Stub Date to access additional information.

For a pdf version of the direct deposit paystub, select the Adobe Acrobat icon.

2023 Pay Stubs

	Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
	Apr 14, 2023	Mar 01, 2023	Mar 31, 2023	\$	\$	
	Mar 15, 2023	Feb 01, 2023	Feb 28, 2023	\$	\$	
	Feb 15, 2023	Jan 01, 2023	Jan 31, 2023	\$	\$	
	Jan 13, 2023	Dec 01, 2022	Dec 31, 2022	\$	\$	