



# University of Pittsburgh

*Financial Operations*  
*Payroll Department*

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## **\*\*\*Important Announcement About Your Direct Deposit Statement \*\*\***

**University of Pittsburgh employees paid monthly\* will no longer receive paper direct deposit statements after March 31, 2011.**

As part of our **Go Green** initiative, pay statements are now available on-line at [my.pitt.edu](http://my.pitt.edu). This site provides:

- **Secure on-line access to current pay statements on payday**
- **The ability to view past pay statements for three years**
- **24/7 access from any computer**

For additional information, please visit our website at [www.bc.pitt.edu\payroll](http://www.bc.pitt.edu/payroll)

*\*Exception: Federal Work Study and Student Employees paid on the student monthly payroll.*

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### Instructions for Viewing Pay Statements Online

1. **Navigate to the University portal, My Pitt, at [my.pitt.edu](http://my.pitt.edu).**
2. **Enter your University Computing Account username and password.**
3. **Click on the "Log In" button.**
4. **Click on the "PRISM Login" link.**
5. **Select "PHR Employee Self-Service" responsibility.**
6. **Select "Pay Statement".**

*Note: if you have forgotten your username or password, contact the Technology Help Desk at 412-624-HELP (4357) for assistance.*