

Select GoldLink at the bottom of the MWSU Homepage.

Log in.

Screenshot of the SunGard Higher Education GoldLink homepage. The browser title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows the URL: [http://goldlink.missouriwestern.edu/render.userLayoutRootNode.uP?uP\\_root=root](http://goldlink.missouriwestern.edu/render.userLayoutRootNode.uP?uP_root=root). The page features the "Western GoldLink" logo and a welcome message: "Welcome Rene Hill. You are currently logged in." The navigation menu includes tabs for "All Users", "My Stuff", "Tech Resources", "Library", "Tutorial", "Financial Aid & Billing", "Student Academics", and "Employee". The main content area is divided into several sections: "Personal Announcements" (Open Seats - Men's and Women's Chorus, Keys Turned in to Key Office, Homecoming Judges Needed), "Campus Announcements" (Strike for a Cure, 3 on 3 Men's and Women's Basketball Tournament, 3 on 3 Coed Basketball Tournament), "Forms" (Important Student Forms, Important Employee Forms), "Time Reporting" (Time Sheet, Assistant Payroll Coordinator, BOF206-00 - Business Office Department, 31401, Biweekly Payroll - 18, Due Date : Sep 01, 2012, Biweekly Payroll - 17, Due Date : Aug 18, 2012), "Payroll" (Direct Deposit Breakdown, Pay Stub, W-4 Tax Exemptions/Allowances, W-2 Year End Earnings, Time Off & Current Balances), "Goldlink & Groupwise" (Customizing Goldlink, Groupwise, Goldlink Feedback), and "Channel Guide" (Available Channels, Request A Channel). The date "August 28, 2012" is displayed in the top right corner.

Select the appropriate Pay Stub Year and click display.

Screenshot of the SunGard Higher Education GoldLink "Pay Stub Year" selection page. The browser title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows the URL: [http://goldlink.missouriwestern.edu/render.UserLayoutRootNode.uP?uP\\_tparam=utf&utf=%2fcp%2fip%2f](http://goldlink.missouriwestern.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2f). The page features the "GoldLink" logo and a navigation menu with tabs for "Personal Information", "Student", "Employee", and "Finance". The "Employee" tab is selected. The main content area is titled "Select Pay Stub Year" and includes a search bar, a "RETURN TO MENU SITE MAP HELP" link, and a message: "Select a year for which you wish to view your pay stubs and then click View Pay Stub Summary." A dropdown menu for "Pay Stub Year" is set to "2012", and a "Display" button is visible. At the bottom, there are links for "Direct Deposit Breakdown", "Earnings History", and "Deductions History", along with the text "RELEASE: 8.6".

This will display all pay events for the year.

Select which pay stub you wish to review by clicking on the pay date at the left.

You may review another by clicking on “Select a new Pay Stub” at the bottom of the screen.