Instructions to View Pay Statements on Bobcat Web

1. Log into your Bobcat Web Account. From the http://cocc.edu website, click the **Employee Login** button then click **Bobcat Web Account**.



Enter your 820# in the **User ID** field and your Bobcat Web **PIN**. If you have forgotten your Bobcat Web PIN, click the 'Reset your PIN' link and follow the instructions. Click **Login**.

Bobcat Web Account	CENTRAL ORE community college
User Login	
Login Instructions: Enter your 9 digit numeric COCC user ID (ID) which begins with "820" and your Perso When finished, click Login.	onal Identification Number (PIN).
If you are a first-time student user , your PIN is your date of birth (MMDDYY). You will be asked to immedia secure number. Your PIN must be between 6 and 15 characters: a combination of letters and numbers, le Please note that the system is case sensitive. When finished, click Login. When you are finished, exit ann your privacy. Note that the online system is available 24 hours a day, except for regularly scheduled main (541) 330-4358 is available during normal business hours.	tely change your PIN to a more etters only or numbers only. I close your browser to protect ntenance. The Student Helpline
Lookup your student ID Reset your PIN	
User ID:	
Login	

2. From the main menu, click the **Employee Services** menu, or click the **Employee** tab.

COCC Student and Staff Online Services	community college
Personal Information Student Services & Financial Ait Employee	
EXIT	
Welcome, , to COCC's Bobcat Web Account! Last web access on Dec 04, 2015 at 03:05 pm Student Services & Financial Aid	
Register for classes, see your class schedule, pay tuition, view war mancial aid status, view your grades and placeme Employee Services View your paystub, your benefits, your leave balances and your W2. Manage budgets.	ent test scores.
Personal Information Update your address, telephone, and emergency contact information; View name change & social security number cha security question.	ange information; Change PIN and

3. From the Employee Services menu, click **Pay Information**.

Bobcat Web Account	CENTRAL OREGON community college
Personal Information Student Services & Financial Aid Employee	
Employee Services	
Employee Main Menu	
Time Sheet	
Benefits and Deductions	
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary	r.
Pay Information	
Tax Forms	
W4 information and W2 Form	
Current and Past Jobs	

4. From the Pay Information page, click **Pay Stub**.

Bobcat Web Account	CENTRAL OREGON community college
Personal Information Student Services & Financial Aid Employee RETURN TO MENU EXIT Pay Information	
Earnings History	
Pay Stud Deductions History	
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5. On the Select Pay Stub Year page select the calendar year from the Pay Stub Year drop down list. Click **Display**.

Bobcat Web Account COCC Student and Staff Online Services	CENTRAL OREG
Personal Information Student Services & Financial Aid Employee	
Select Pay Stub Year	
Delect a year for which you wish to view your pay stubs and then click View Pay Stub Summary.	
Pay Stub Year: 2015 2014	
Display	
[Earnings History Deductions History]	

6. From the View Pay Stub Summary page, click the **Pay Stub Date** to view the View Pay Stub Detail page.

Bobcat Web	Account	CENTRAL OREGON community college				
Personal Information Student Service	es & Financial Aid Employe	e la				
RETURN TO MENU EXIT						
View Pay Stub Summ	View Pay Stub Summary					
Dick on the underlined Pay Stub E	ate to view the Pay Stub.					
Pay Stubs for 2015						
Pay Stub Date Pay Period Begin D	ate Pay Period End Date	Gross Pay Net Pay Message				
Nov 30, 2015 Nov 01, 2015	Nov 30, 2015					
Oct 30, 2015 Oct 01, 2015	Oct 31, 2015					
Sep 30, 2015 Sep 01, 2015	Sep 30, 2015					
Aug 31, 2015 Aug 01, 2015	Aug 31, 2015					

7. The View Pay Stub Detail page appears.

view ray Stub Det	ail					
Central Oregon Comm Coll						
2600 NW College Way Bend, Oregon 97701 541-383-7700						
Banner ID:	Pay Date:	Oct 30 2015				
	Pay Dates	Oct 01 2015 Oct 2:	2015			
	Pay Periou:	00001, 2015-000 5.	1, 2015			
Employee:						
Address:						
	Summary Earnings	s Benefits, Deduction	ns and Taxes Check o	or Direct Deposit		
Payment Summary						
Type	Current Period					
Gross Amount:	Junent renou					
Total Personal Deductions:						
Net Amount:						
Total Employer Contributions:						
Total Employer contributions.						
Earnings						
Jop		Earnings	Shift	Hours or Units	Rate	Amount
, st		Regular Pay	1			<u> (</u>
					Total:	\$4.,)
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Benefits and Deductions	<u>cs</u>		Employee	Employer	Appli	cable Gross
Deductions before Federal Tax			Linployee	Employer	- Abbu	cubic dross
HSA Employee Contributions			÷+++++++++++++++++++++++++++++++++++++	·)		+
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Federal Tax						
FICA Medicare						
FICA Social Security	-					
Oregon State Withholding Ta	v					
State Workers Compensation	~			/		- 1
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Deductions after Federal Tax						
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Life Ins. & AD&D 1 x sal				;)
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Long- term Disability Insurance SAIF- School/Prof/Clerical8868 Voluntary Life Insurance	3					
Long-term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance	3	Total:	\$_,)
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Long- term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit	3	Total:	\$_,			
Long-term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit Number Document 1	уре	Total: Bank Name	\$_, Accoun	t Type		Amount
Long-term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit Number Document 1	уре 	Total: Bank Name	\$_, Accoun	t Type		Amount
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Long- term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit Number Document T	уре 	Total: Bank Name	\$_, Accoun	t Type		Amount
Long-term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit Number Document T	3 Yype 	Total: Bank Name	4 -, Accoun	t Type		Amount
Long-term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit Number Document 1 Printer Friendly	Summary Earnings	Total: Bank Name	4 -, Accoun	t Type		Amount
Long- term Disability Insurance SAIF-School/Prof/Clerical8866 Voluntary Life Insurance Check or Direct Deposit Number Document 1 Printer Friendly	ype 	Total: Bank Name	Accoun	t Type		Amount

8. To print the pay stub in a user-friendly format, scroll to the bottom of the page and click the **Printer Friendly** button. A new page will open. From the File menu of the page, select Print.

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9. Close the printer-friendly page by clicking the **Return to Previous** link at the bottom of the page.

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SAIF-School,	/Prof/Clerical8868				
Voluntary Life	e Insurance				
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Check or Dire Number	ct Deposit Document Type	Bank Name	Account Type		Amount
Check or Dire Number	oct Deposit Document Type	Bank Name	Account Type		Amount
Check or Direct Number Return to Prev	ct Deposit Document Type	Bank Name	Account Type		Amount

10. Click the **RETURN TO MENU** link at the top of the page to return to the Pay Information page. Or, click **EXIT** to close Bobcat Web.

Bobcat Web	Account	CENTRAL OREG community college
Personal Information Student Services RETURN TO MENU EXIT View Pay Stub Detail	s & Financial Aid Employee	
Central Oregon Comm Coll 2600 NW College Way Bend, Oregon 97701 541-383-7700		
Banner ID: SSN/SIN/TIN:	Pay Date: Oct 30, 2015 Pay Period: Oct 01, 2015-Oct 31, 2015	