

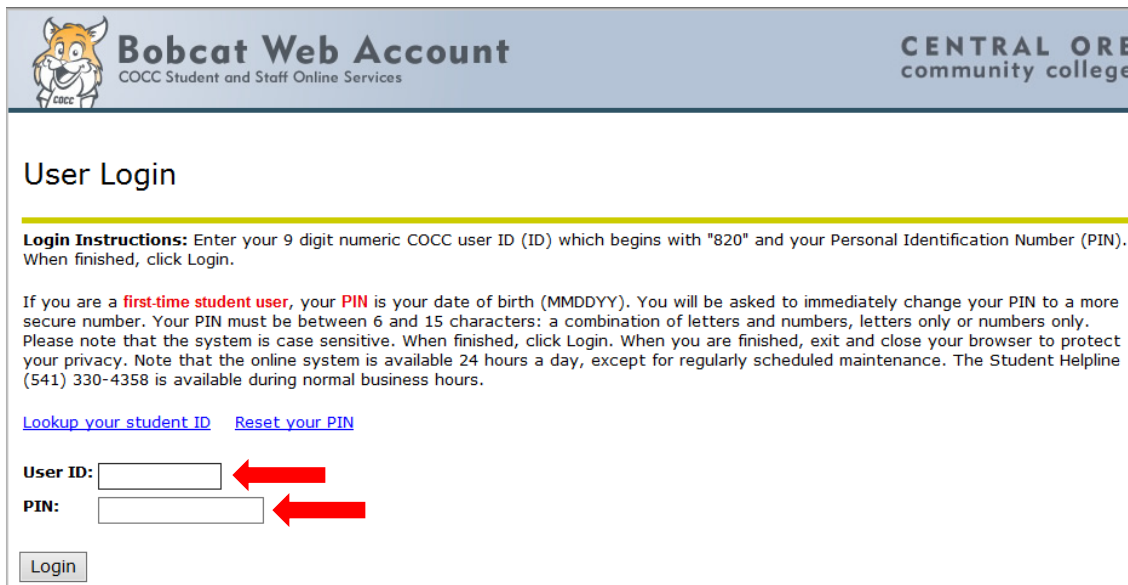
Instructions to View Pay Statements on Bobcat Web

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



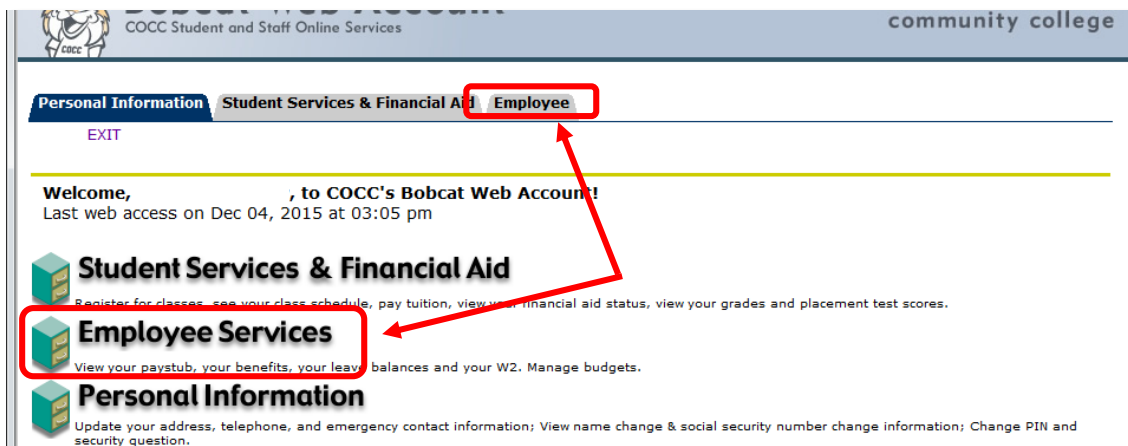
The screenshot shows the top navigation bar of the Central Oregon Community College website. The 'Employee Login' button is highlighted with a red box. Below the navigation bar, there is a section for 'Employee Login' with various service icons. The 'Bobcat Web Account' icon is also highlighted with a red box. To the right, there is a section for 'Employee News & Info' with a news item about a withdrawal deadline.

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**.



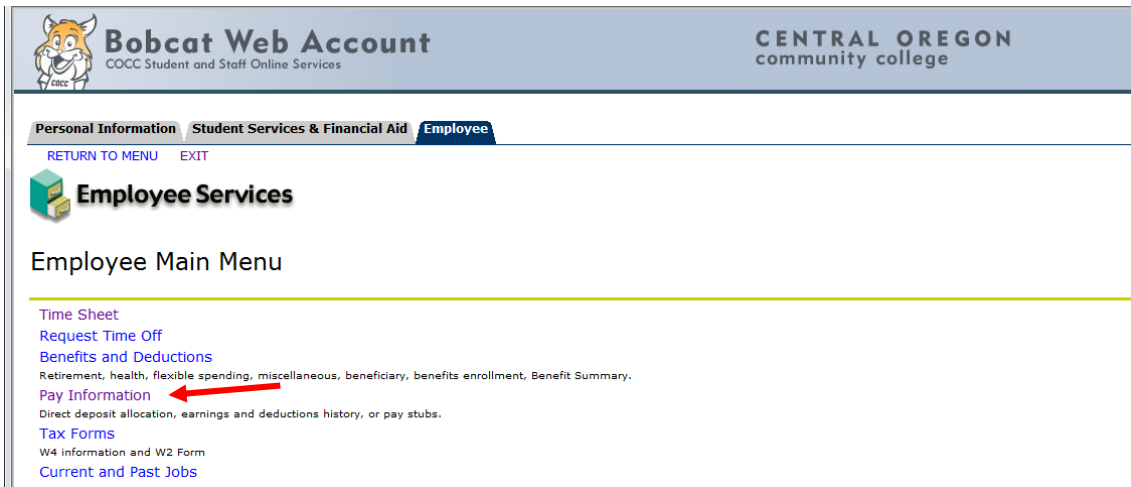
The screenshot shows the 'Bobcat Web Account' login page. The 'User Login' section contains the following text: **Login Instructions:** Enter your 9 digit numeric COCC user ID (ID) which begins with "820" and your Personal Identification Number (PIN). When finished, click Login. Below this, there is a paragraph of instructions for first-time student users. At the bottom, there are two input fields: 'User ID:' and 'PIN:', both with red arrows pointing to them. A 'Login' button is located below the input fields.

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



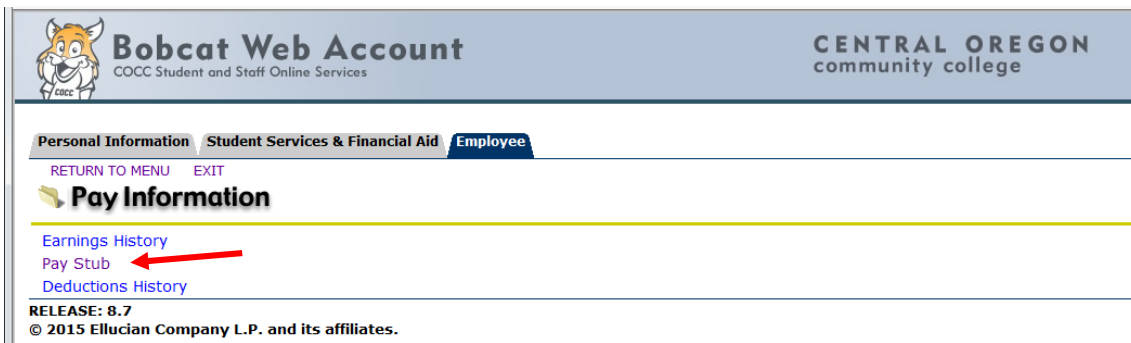
The screenshot shows the main menu of the Bobcat Web Account. The 'Employee' tab is highlighted with a red box. Below the menu, there is a 'Welcome' message and a section for 'Student Services & Financial Aid' with a sub-section for 'Employee Services' highlighted in a red box. The 'Employee Services' section includes a description: 'View your paystub, your benefits, your leave balances and your W2. Manage budgets.'

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



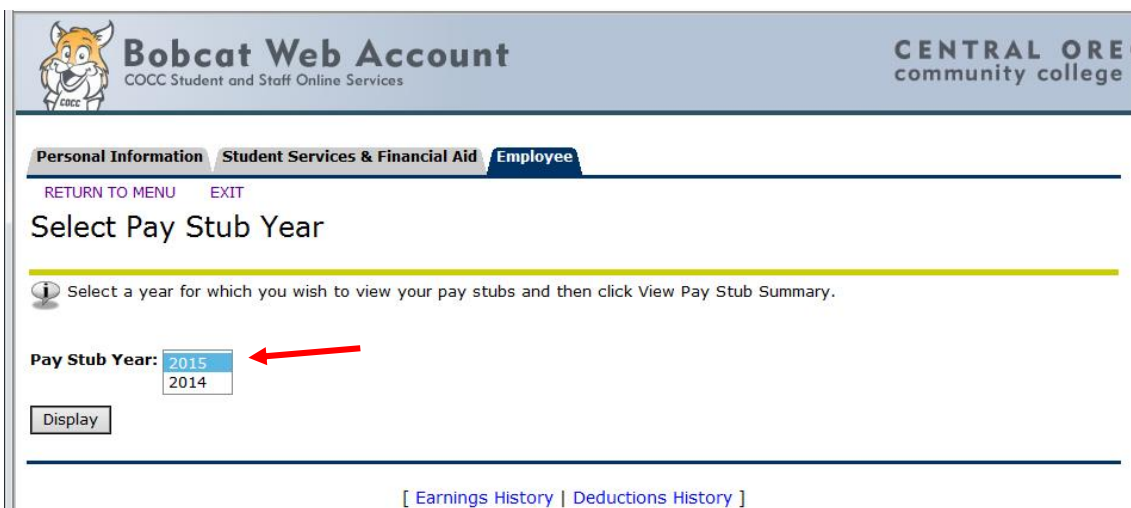
The screenshot shows the 'Bobcat Web Account' interface for Central Oregon Community College. The 'Employee' tab is selected in the navigation bar. Under the 'Employee Services' heading, the 'Employee Main Menu' is displayed. A red arrow points to the 'Pay Information' link, which is described as 'Direct deposit allocation, earnings and deductions history, or pay stubs.'

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



The screenshot shows the 'Pay Information' page. A red arrow points to the 'Pay Stub' link. Below the links, the text 'RELEASE: 8.7' and '© 2015 Ellucian Company L.P. and its affiliates.' is visible.

5. On the Select Pay Stub Year page select the calendar year from the Pay Stub Year drop down list. Click **Display**.



The screenshot shows the 'Select Pay Stub Year' page. A red arrow points to the 'Pay Stub Year' dropdown menu, which has '2015' selected. A 'Display' button is located below the dropdown. At the bottom of the page, there are links for '[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.



[Personal Information](#) | [Student Services & Financial Aid](#) | **[Employee](#)**

[RETURN TO MENU](#) | [EXIT](#)

View Pay Stub Summary

Click on the underlined Pay Stub Date to view the Pay Stub.

Pay Stubs for 2015

Pay Stub Date	Pay Period Begin Date	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 Pay Stub Detail

Central Oregon Comm Coll
2600 NW College Way
Bend, Oregon 97701
541-383-7700

Banner ID: **Pay Date:** Oct 30, 2015
SSN/SIN/TIN: **Pay Period:** Oct 01, 2015-Oct 31, 2015
Employee:
Address:

[Summary](#) | [Earnings](#) | [Benefits, Deductions and Taxes](#) | [Check or Direct Deposit](#)

Payment Summary

Type	Current Period
Gross Amount:	
Total Personal Deductions:	
Net Amount:	
Total Employer Contributions:	

Earnings

Job	Earnings	Shift	Hours or Units	Rate	Amount
st	Regular Pay	1			
Total:					

Benefits, Deductions and Taxes

Benefits and Deductions	Employee	Employer	Applicable Gross
Deductions before Federal Tax			
HSA Employee Contributions			
PCA: Insurance Premium			
PERS Employer Pickup			
PERS, Employer Match on Pickup			
Taxes			
Federal Tax			
FICA Medicare			
FICA Social Security			
Oregon State Withholding Tax			
State Workers Compensation			

Deductions after Federal Tax

Health Savings Account Bank			
Life Ins. & AD&D 1 x sal			
Long-term Disability Insurance			
SAIF-School/Prof/Clerical8868			
Voluntary Life Insurance			
Total:			

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount

[Printer Friendly](#)

[Summary](#) | [Earnings](#) | [Benefits, Deductions and Taxes](#) | [Check or Direct Deposit](#)

[Select a new Pay Stub](#)

[[Leave Balances](#) | [Earnings History](#) | [Deductions History](#)]

