

BannerWeb for Employee Instructions

To better serve you and be good stewards of Concordia's resources, Concordia University Wisconsin (CUW) has changed to an electronic means of communicating your direct deposit advice/pay stub by using CUW's BannerWeb for Employees.

Direct deposit advices/pay stubs will no longer be printed and distributed to you each pay day, but you can view and print your own pay stub by using BannerWeb pay stub screen.

BannerWeb is accessible through the CUW website, which also allows you to view your pay information over a *secure site* anywhere you have access to the internet even at home or on vacation. As a result, switching to this method allows you to see your payroll direct deposits and other important information and allows the University to communicate your pay information in a more timely and cost effective manner.

*You need two important numbers to access your information on BannerWeb. The first number is your CUW ID, commonly referred to as your 'F-0-0' number. The second is a PIN number that was sent out to you in a separate mailing from CUW. (If you are already familiar with the BannerWeb product (includes BannerWeb for Students, BannerWeb for Faculty) and know the two numbers discussed above, you already can access your pay information by going into the 'Employee' section on the main menu. Your PIN number will not be changed.)

Remember, both numbers are case-sensitive!!

Below are the instructions on how to enter BannerWeb for Employees and resetting your PIN:

1) In your web browser, go to www.cuw.edu/hr > [BannerWeb for Employees](#) > CUW Information System LOGIN
**Remember, both numbers are case-sensitive!!

If you have submitted a new PIN, you may be asked to provide a [PIN Hint Question and Answer](#); (this is to provide the IT Dept a security question so they can help you over the phone if needed). If you have already done this step you will automatically be taken to the Main Menu.

2) You should now be taken to the Main Menu for the CUW Information System (BannerWeb). If you get here successfully, you can now select the following options [Employee](#) > [Pay Information](#) > [Pay Stub](#)

3) At the [Pay Stub](#) screen, choose the year you would like to view and click the [DISPLAY](#) button. Now you can select and click on the Pay Stub Date you would like to view.

There are also many other functions BannerWeb for Employees supplies you with and we encourage you to take the time to view some of the other options offered through use of the BannerWeb. (i.e. [Earnings History](#) which is found above the [Pay Stub](#) option will allow you to see year-to-date gross earnings.)

4) To protect your privacy, when done using the BannerWeb please make sure to [EXIT](#) out of the system, upper right corner of the screen, before exiting the browser.

Questions regarding your PIN can be directed to User Services at (262) 243-4357. (Hours of operation are Mon-Fri, 8:00 am - 5:00 pm CST)