## Access, View, Print, and Save your University of New Haven Paystub

*Requires Adobe Acrobat reader.* You can download Adobe Acrobat Reader to your device from <u>http://www.adobe.com/acrobat</u>.

1. Go to the email sent to you by <u>payroll@newhaven.edu</u> with the Subject: Direct Deposit Advice. Click on the attached PDF file (file name: Reciept\_Year\_Month\_Day)



 Enter the first four letters of your last name and the last four numbers of your Social Security ID in the Enter Password box.

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3. Click OK.

## 4. View your paystub/receipt.

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