

Access to Pay Statement is Changing – Payroll is Going Green!

In keeping with the university's efforts to reduce costs, you will soon have on-line access to your pay statements. The on-line pay statements will include all of the information that you currently receive on your paper pay statements. Paper payroll statements will be phased out by August 1, 2009.

Below is a brief time-line for the transition:

- **June 2009** – You will receive your paper pay statement as usual.

- **July 2009**
 - You will receive your paper pay statement as usual.
 - You will be notified by email before each pay day that your pay statement is ready to be viewed on-line. The email will be sent to your NetID@tennessee.edu email address. The email will contain a link to the secure website where you can access your pay statement on-line. To access your on-line pay statement, you will need to sign on to the secure site using your NetID and password.
 - You will be able to go on-line to view, print and/or download your current pay statement.
 - If you want, you will also be able to view, print and/or download past pay statements from the previous three years.

- **August 2009**
 - You will no longer receive a paper pay statement.
 - Pay statements will **only** be available on-line.
 - You will be notified by email before each pay day that your pay statement is ready to be viewed on-line.

For more information about NetIDs, passwords, and browser requirements, please refer to the following website: <http://payroll.tennessee.edu/paystatements.htm>.

If you do not have access to the internet, your department will be provided a transaction to print your pay statement for you.

If you have any questions, please contact the UWA Payroll Office at (865) 974-5251.