How to View Paystub Online

Go to [https://my.sandiego.edu](https://my.sandiego.edu)

Type in your e-mail username and password and click Login.

Click on the Employee tab and Employee Resources

Under Employee Links, click on HR Employee Self Service.

- USD Policy Manual
- HR Employee Self Service (Oracle)

Type in your USD One User Name and Password (If you forgot your password, contact the ITS Help Desk at extension 7900 for assistance)

Click on USD Employee Self Service

Under Payroll Self-Service, click on Paystub

You can select the payslip in the Quick Select Payslip. If you would like to look at one for a previous pay period not displayed, click the dropdown box “Choose a Payslip” and select.

If you have any questions, please call the Payroll Department at (619) 260-4818 or email at payroll@sandiego.edu.