HOW TO ACCESS YOUR FEDERAL WORK STUDY (FWS) PAYSTUB
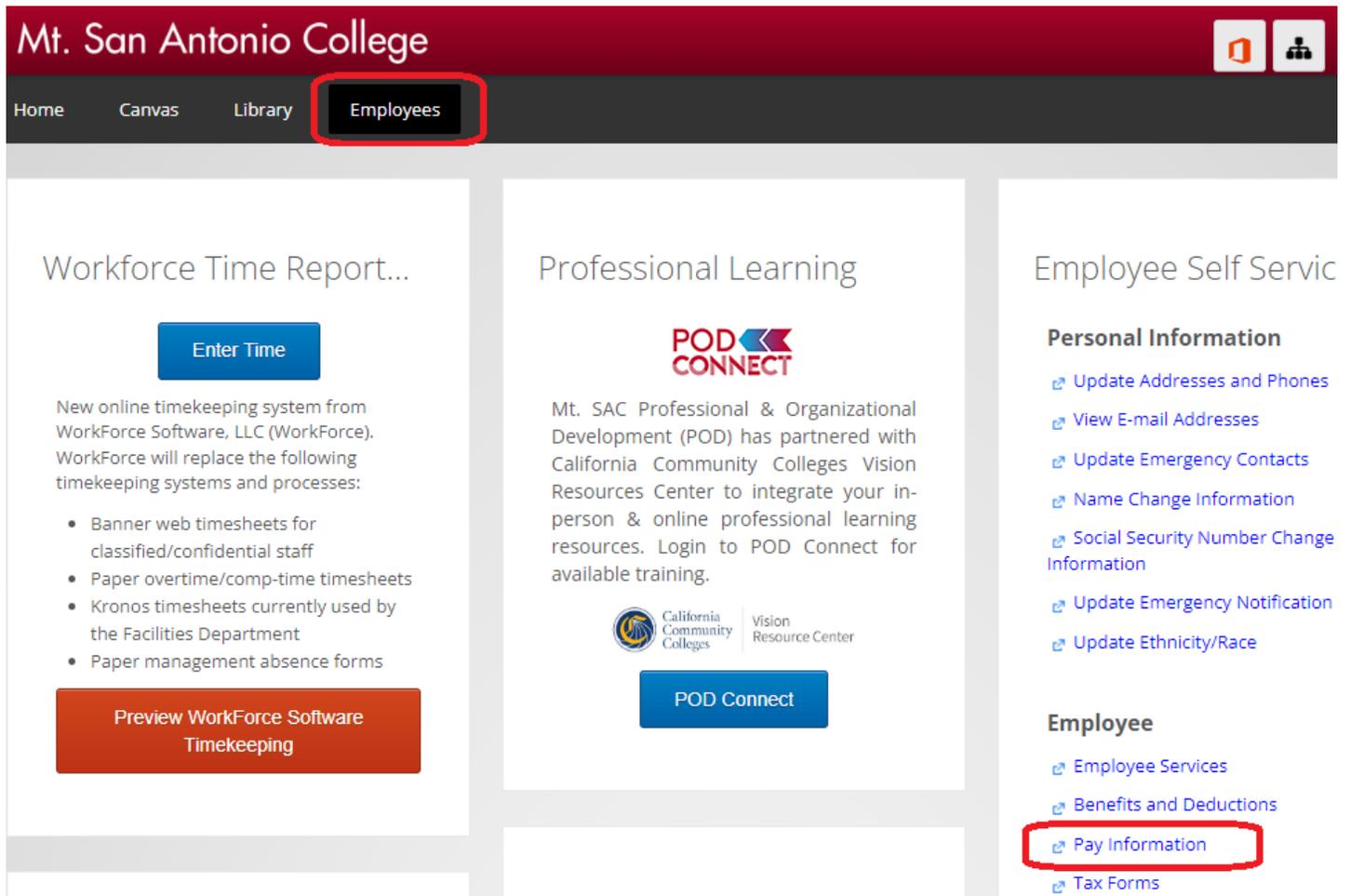
You can access electronic forms of your paystub via your portal.

- Log into your portal at: https://inside.mtsac.edu/
- Navigate to **Employees Tab** (circled below). (If you only have a Student Tab, click on a middle section such as Update Address and the Employee Tab should pop up, if it's not already there.)

Step 1: Select Pay Information

Step 2: Select Pay Stub

Personal Information | **Employee**

Search [_____] [Go]

Pay Information

Direct Deposit Allocation
Earnings History
Pay Stub
Deductions History
Earnings by Positions

Step 3: Select Pay Stub Year (such as 2023) and then Display

Personal Information | **Employee**

Search [_____] [Go]

Pay Stub

💬 Choose a year and then select Display.

Pay Stub Year: [2023 ▾]

[Display]

Step 4: Select paystub you would like to view

💬 Select the Pay Stub Date to access additional information.

For a pdf version of the direct deposit paystub, select the Adobe Acrobat icon.

2023 Pay Stubs

	Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
📕	Apr 14, 2023	Mar 01, 2023	Mar 31, 2023	$	$	
📕	Mar 15, 2023	Feb 01, 2023	Feb 28, 2023	$	$	
📕	Feb 15, 2023	Jan 01, 2023	Jan 31, 2023	$	$	
📕	Jan 13, 2023	Dec 01, 2022	Dec 31, 2022	$	$	