

# Payroll Office

## How to view your paycheck online

Using your Virtual Bryn Mawr user name and password you can view your paycheck information online.

If you have forgotten your password, you can have it reset online at <http://password.brynmawr.edu>

### Follow the steps below:

- Open a web browser.
- Navigate to **virtual.brynmawr.edu**
- Enter your College **User ID** and **Password** (same as Bryn Mawr Webmail or a College computer).
- Click on **Sign In** button.
- Click on the menu item labeled **Self Service** on the left side, Use the following navigation: **Payroll and Compensation>View Paycheck.**
- Your most current paycheck will be displayed. You can view prior paychecks by clicking on the **View a Different Paycheck** link.

## How to print your paycheck online

- If you are printing a paycheck in pdf format (pdf box is checked), click on the printer icon on the left side of the toolbar and verify your printer and click on **OK.**
- If you are printing a paycheck that is not in pdf format (pdf box is unchecked) and you are using Mozilla Firefox, click on **Printer-Friendly Version** right-click within the frame that you want to print and select **This Frame>Print Frame.**
- If you are printing a paycheck that is not in pdf format (pdf box is unchecked) and you are using Internet Explorer, click on **Printer-Friendly Version** right-click within the frame that you want to print and select **Print>Print.**
- **Sign Out** of Virtual Bryn Mawr.