

Dear Colleagues,

Outlined below are specific instructions on how to access your payroll records on-line here at work or any where you have access to the internet. You will need your Kenyon ID number and your PIN number. *Your Kenyon ID number is not your e-mail account!* Your Kenyon ID number is located on your Kenyon ID card.

If you don't know your PIN number, which is your secret password for getting your pay information, call the LBIS Helpline at 427-5700. The Helpline staff will reset your PIN number and can help with this or any other access issue.

Just follow these easy steps to access your pay information:

Open any Internet browser *and go to this link:* <https://mybanner.kenyon.edu> *for the login screen.* You can also access the login screen from Kenyon's website by clicking on Faculty and Staff, then *selecting* Personal Access Pages under Human Resources.

- Type in your Kenyon ID Number (any letters in your ID must be in upper case) and your PIN number. When finished, click Login.
- Click on Employee at the Main Menu
- Click on Pay Information at the Employee Menu
- Click on Pay Stub at the Pay Information Menu
- Choose and highlight the appropriate pay stub year from the drop-down box then click Display
- Click on the underlined Pay Stub Date to display the pay stub. This form is printable.

I hope that all of you will find this method convenient and easy to use. If you have any questions, please contact Cathy Riel, Payroll Manager, at riel@kenyon.edu or extension 5144.

Thank you,

Cathy Riel
Payroll Manager