At this time, this can only be completed On-Campus.

Quick Reference Guide for MyHR Employee Self Service - Paystub

1. Go to icc.edu > click FACULTY & STAFF >

click the drop-down MY ICC >

click MY HR ESS >
Log into PeopleSoft >

2. Once logged into PeopleSoft, click Main Menu > click Self Service >

click Payroll Compensation > click Pay
3. Click any “Check Date” to view the paystub for that pay date.

![Paycheck table]

4. Click the “Home” icon click “Sign Out” to log out of PeopleSoft.

![Home icon and Sign out button]

*Note: If using a mobile device such as a smartphone or tablet, go to https://staffss.icc.edu, click on NavBar in the top right corner >*
click on the “Navigator” icon >

Click on the "Navigator" icon.

click Self Service >

Click "Self Service"

click Payroll and Compensation >

Click Payroll and Compensation.
Click Pay >

Click any “Check Date” to view the pay information for that pay date >

Exit PeopleSoft by Clicking the NavBar and Sign Out.

Need additional help? Contact:

Teaching and Learning Center (TLC), 240A, East Peoria Campus; TLC@icc.edu, 694-8908
or
Technology Help Desk, Room L122, East Peoria Campus; HelpDeskTechnologyServices@icc.edu, (309)694-5457