



PAYCHECKS

(please keep this for future reference)

On paydays, employees do not receive a “paper” paystub. Instead, you can view all of your paystub information on a secure website, either from your office or from home. You will be able to view your earnings, taxes, benefit and retirement deductions, vacation and sick leave balances, etc.

To View Your Paystub:

<http://epayroll.theworknumber.com/osu>

OSU ID Number = (your office timekeeper will have your number)

PIN = The first time you log on, you will need to enter a special 8-digit PIN number which is a combination of your birthdate and Social Security number in the following format:

ddyxxxxx

dd = date of your birth – *not* the month

yy = last 2 digits of the year you were born

xxxx = last 4 digits of your Social Security number

EXAMPLE OF FIRST-TIME PASSWORD:

If your birthday = January 5, 1974

If your Social Security number = xxx-xx-8976

The special first-time password you would need to enter would be:

05748976

(do not use any slashes)

Once you are successfully logged in, you will be prompted to change your password to be something of your own choice for future use.