Employees with direct deposit can view their pay advice information online via myCOTC. Below are instructions on how to access your pay information. It’s easy to use, and you have the option to print your pay information or store it until you need it.

1. Select the myCOTC link near the top of the main website [www.cotc.edu](http://www.cotc.edu)
2. Enter your User ID and password (the same one used to login to your campus email)
3. Find the COTCconnect tab near the upper-right side of the screen.
4. Select the Employees button
5. Under My Employee Information, select Pay Advices or My Stipends
6. Select the pay date to view your online pay advice