## **Earnings Statement access instructions**

Go to <u>www.cotc.edu</u>, then log-in to my.cotc.edu,

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Find the Employee Self Service card.							

Employee Seri Service Gard.



• Once inside Self Service, click on Banking Information:

	Welcome to Colleague Employee Self-Service!		
Ð	Tax Information Here you can change your consent for e-delivery of tax information.		Banking Information Here you can view and update your banking information.
•	Time Entry Here you can fill out your timecards.	5	Earnings Statements Here you can view your earnings statement history.
s.	Leave Here you can view your leave balances and leave requests.	P	Time History Here you can view your paid timecards.
۲	Position History Here you can view a list of your positions.	E,	Stipend History Here you can view a list of your stipends.

Select the pay date to view your online pay information. To view prior year's information, use the drop-down box to select the calendar year you wish to view.

If you have any questions, please email roberts.894@mail.cotc.edu or call 740-366-9140.