

Employees with direct deposit can view their pay information online via MyCOTC. 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 center of the screen.
- 4 Select the **Employees** button, then select **Employee Overview**  
You will be routed to the Self Services menu automatically.
- 5 Select **Earning Statement**
- 6 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.