**Getting Started using Employment Details**

*Employment Details*, located on myWSU, displays your individual direct deposit, pay stub and job detail information.

**Where to start**

To start, logon onto [http://myWSU.wichita.edu](http://myWSU.wichita.edu) using your myWSU ID and current password. Click the Login button.

**Employment Details**

Locate Employment Details on the My Account tab.

To return to myWSU from any of the Employment Details options, click “back to My Account Tab”.

**Questions?**

Having problems accessing myWSU or setting your password? HELP is just a phone call away.

During regular business hours, contact the WSU Help Desk at (316) 978-HELP or helpdesk@wichita.edu.

*On-line Help* is just a click away! Check out all the information located on the myWSU Student Help tab.

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**Benefits and Leave Details**

Employment classification determines the type of leave WSU employees are eligible for. Student, Work Study and Graduate Assistant employees are not eligible for benefits or leave.

**Direct Deposit**

Bank account information, including bank name, routing and account numbers, and Net Pay Distribution amounts are shown on Direct Deposit.

There are three quick links to other options in the footer menu.

Questions? Contact Payroll at 978-3074.

**Pay Stub**

After selecting Pay Stub, click on the Display button to view your summary information for a pay period.

To view your Pay Stub Detail, click on one of the dates under Pay Stub Date. In addition to the summary information shown in this example, scroll down to view Deposit, Earnings and Benefits or Deductions.

Questions? Contact Payroll at 978-3074.

**Job Details**

Your individual Jobs Summary page displays a listing of your positions at WSU. To view Job Details for the position, click on the underlined Title.

Questions? Contact Office of Human Resources at 978-3065.

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*WSU getting started guide is located on:*

[http://myWSU.wichita.edu](http://myWSU.wichita.edu)

*Student Help tab*

*Employment Student Help*

*Employment Details*