



Office of Field Services

Employee Self Service Instructions: Paystubs and W2

<https://mycsu.csuohio.edu/>

1. Go to MyCSU
2. Click Employee Self-Service
3. Click myProfile
4. Login with CSU ID
5. Click Payroll
6. View documents

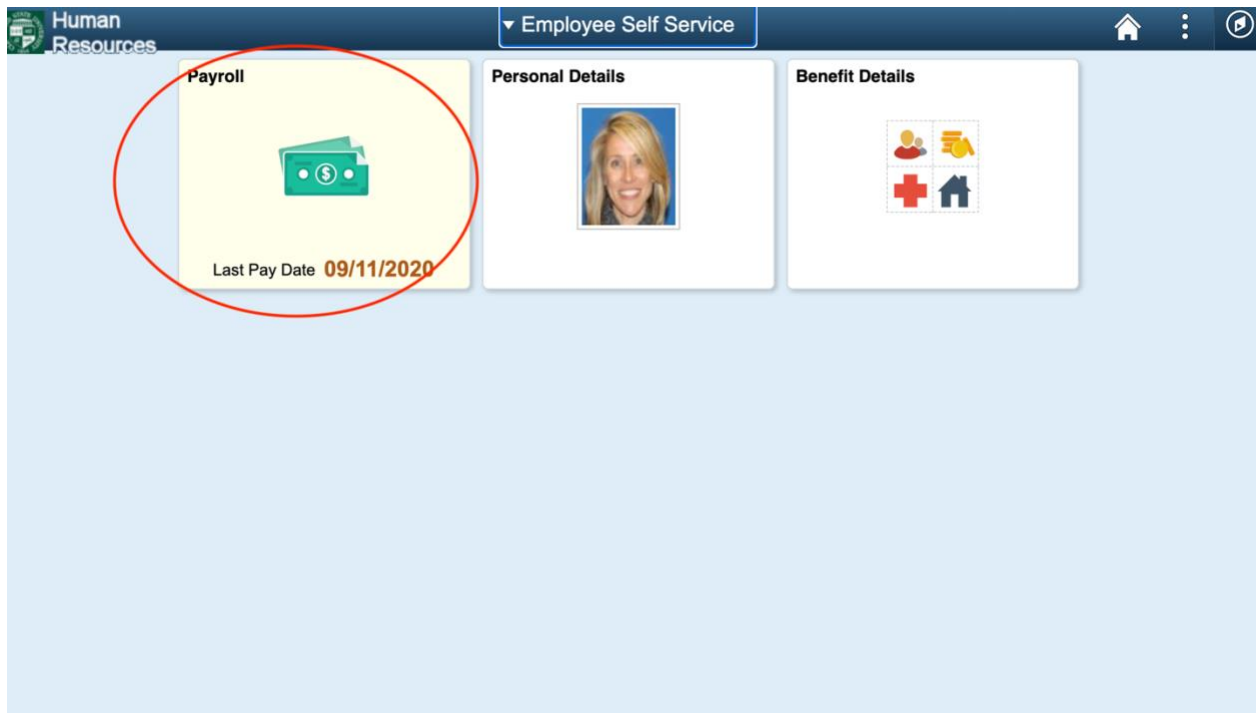
1, 2, 3.

The screenshot shows the myCSU website interface. At the top left, the 'myCSU' logo is highlighted with a red arrow. Below it, there's a section for 'IS&T Making CSU' with a 'CyberAware' warning. The main navigation area is divided into 'For Students' and 'For Faculty & Staff'. In the 'For Faculty & Staff' section, the 'Employee Self-Service' link is highlighted with a red arrow. Underneath it, the 'myProfile' link is circled in red, with sub-links for 'Payroll', 'Personal Details', and 'Benefit Details'.

4.

The screenshot shows the login page for the Employee Self Service system. At the top, there's a banner with the Cleveland State University logo and the text 'Administrative Systems'. Below that, it says 'Welcome to Employee Self Service'. There are two input fields: 'CSU ID' with the value '6001024' and 'CampusPass' with masked characters. A green 'Sign In' button is positioned below the fields. To the right of the fields, there are instructions: 'Your CSU ID is your 7-digit ID. If you don't know your CSU ID, contact the Help Desk.' and 'CampusPass is case sensitive. 'ABC123' is different from 'abc123'. If you would like to change/reset your CampusPass, go to Campusnet or contact the Help Desk. The Help Desk can be reached at 216-687-5050.'

5.



6.

