

Online pay slips are provided to all active employees on each scheduled payday. An employee also has access to their pay slips for the previous three years.

Pay slips may be viewed in Pitt Worx.

To view a pay slip in Pitt Worx:

1. Log in to my.pitt.edu using your University credentials.
2. Search for **Pitt Worx** and then click the **Pitt Worx icon**.
3. Upon logging in, select the **Pay** app on the **Me** page, then choose **Employee Payslips**.
4. Select which pay statement you wish to view by altering the drop-down options for **Select a Year** and **Select a Pay Slip**.

Paper pay advices are generated and mailed to the home address we have on file under Pitt Worx> Me > Address & Tax Form Changes, if an employee is paid in one of the following statuses:

- Terminated
- Admin Suspension
- Military
- Prof. Enhancement (unpaid)
- STD (unpaid)
- Unpaid Leave of absence
- LTD
- Temporary Layoff
- Worker's Comp

If an employee does not elect direct deposit, their physical paycheck will be mailed to the home address on file under Pitt Worx > Me > Address & Tax Form Changes.

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