

ACCESS
PAY STATEMENTS,
TAX FORMS &
LEAVE BALANCES



- Log into APSU OneStop
- Select Web Self Service
- Select Employee

WEB SELF

[Personal Information](#) [Student](#) [Employee](#) [Finance](#) [Financial Aid and Veterans Affairs](#) [Information Technology Requests](#)

Main Menu

▲ **Notice:** Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are finished. When finished.

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

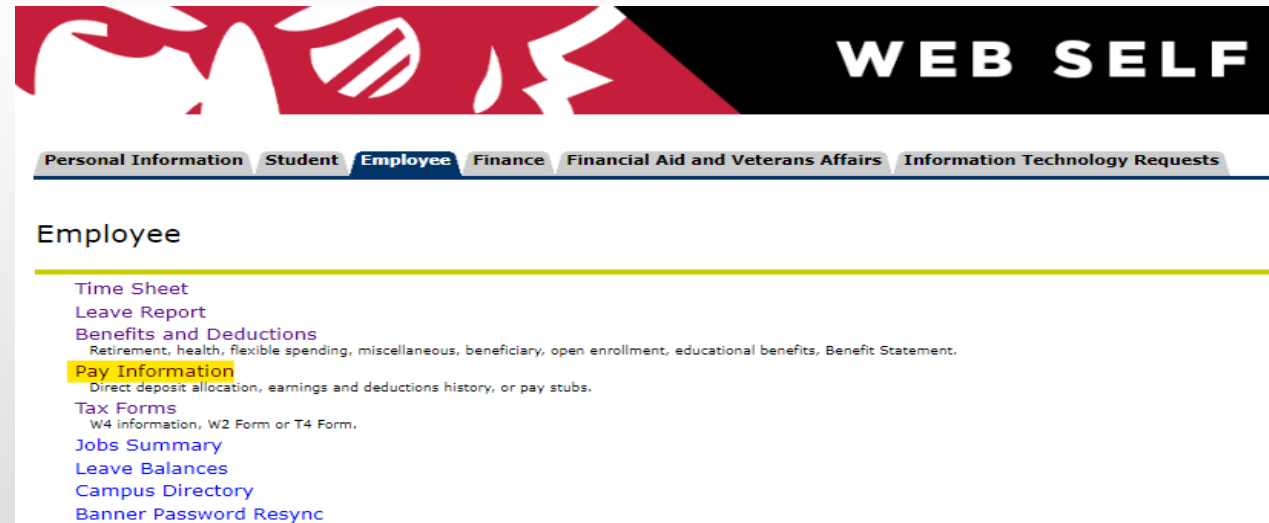
Student
Apply for Admission, Register, View your academic records

Financial Aid and Veterans Affairs
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

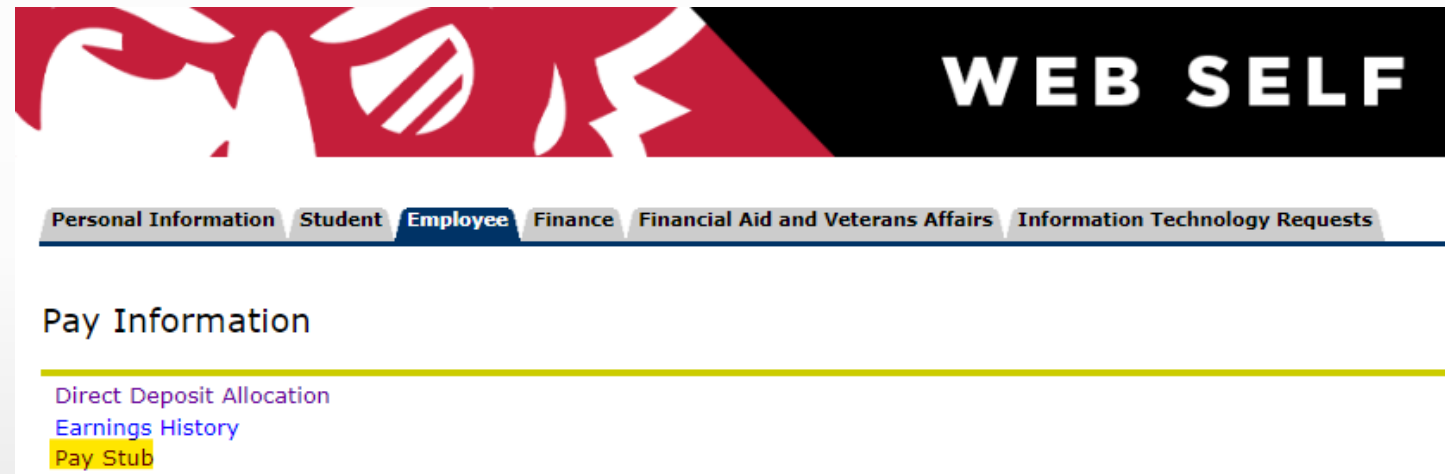
From here you can choose to obtain your
Pay Statements, Tax Forms & Leave Balances.

- Select Pay Information



The screenshot displays the 'WEB SELF' portal interface. At the top, there is a navigation bar with the text 'WEB SELF' in white on a black background. Below this, a horizontal menu contains several tabs: 'Personal Information', 'Student', 'Employee', 'Finance', 'Financial Aid and Veterans Affairs', and 'Information Technology Requests'. The 'Employee' tab is currently selected and highlighted in blue. Underneath the navigation bar, the heading 'Employee' is displayed. A yellow horizontal line separates the heading from the list of links. The links listed are: 'Time Sheet', 'Leave Report', 'Benefits and Deductions' (with a sub-link 'Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, educational benefits, Benefit Statement.'), 'Pay Information' (highlighted in yellow), 'Tax Forms' (with a sub-link 'W4 information, W2 Form or T4 Form.'), 'Jobs Summary', 'Leave Balances', 'Campus Directory', and 'Banner Password Resync'.

- Select Pay Stub



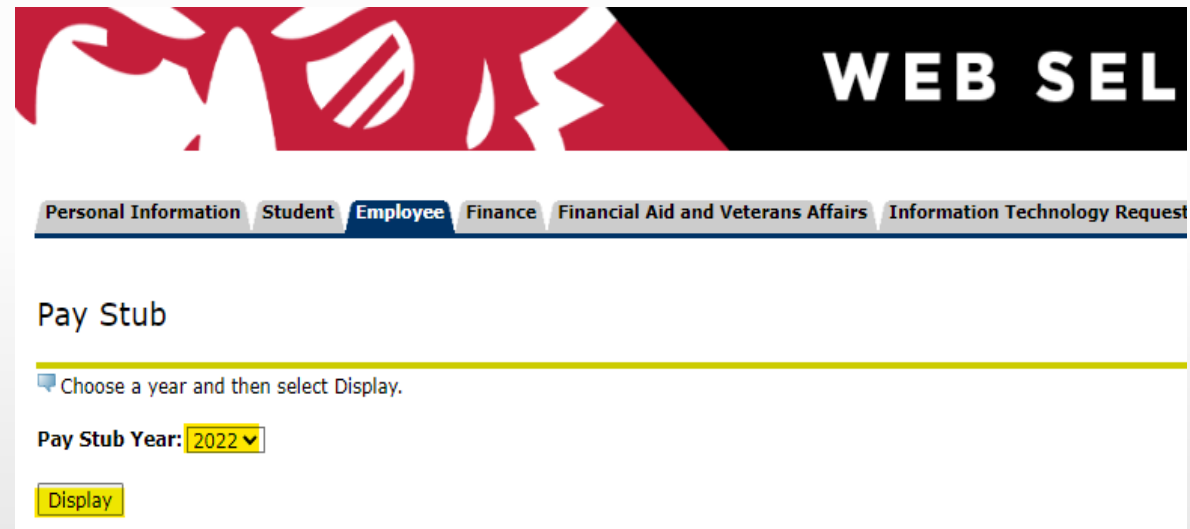
WEB SELF

[Personal Information](#) [Student](#) [Employee](#) [Finance](#) [Financial Aid and Veterans Affairs](#) [Information Technology Requests](#)

Pay Information

[Direct Deposit Allocation](#)
[Earnings History](#)
[Pay Stub](#)

- Select Pay Stub Year
- Select Display



The screenshot shows a web portal interface. At the top, there is a red banner with white abstract shapes and the text "WEB SEL" in white on a black background. Below the banner is a navigation bar with several tabs: "Personal Information", "Student", "Employee", "Finance", "Financial Aid and Veterans Affairs", and "Information Technology Request". The "Employee" tab is currently selected. Below the navigation bar, the page title is "Pay Stub". A yellow horizontal line separates the title from the content below. The content includes a blue speech bubble icon followed by the text "Choose a year and then select Display." Below this is a label "Pay Stub Year:" followed by a dropdown menu showing "2022" with a downward arrow. At the bottom of the form is a yellow button labeled "Display".

- Select the check date you would like to open.
- Once you select a date you will see a printable pay statement. You can print to PDF for email or print paper copy.

The screenshot shows a web portal header with the text 'WEB SELF' in white on a black background. Below the header is a navigation menu with tabs for 'Personal Information', 'Student', 'Employee', 'Finance', 'Financial Aid and Veterans Affairs', and 'Information Technology Requests'. The 'Employee' tab is selected. The main content area is titled 'Pay Stubs' and includes a dropdown menu with the text 'Select the Pay Stub Date to access additional information.' Below this is a section titled 'Pay Stubs for 2022' containing a table with columns for 'Pay Stub Date', 'Pay Period Begin Date', 'Pay Period End Date', 'Gross Pay', 'Net Pay', and 'Message'.

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Nov 04, 2022	Oct 09, 2022	Oct 22, 2022			
Oct 21, 2022	Sep 25, 2022	Oct 08, 2022			
Oct 07, 2022	Sep 11, 2022	Sep 24, 2022			
Sep 23, 2022	Aug 28, 2022	Sep 10, 2022			
Sep 09, 2022	Aug 14, 2022	Aug 27, 2022			
Aug 26, 2022	Jul 31, 2022	Aug 13, 2022			
Aug 12, 2022	Jul 17, 2022	Jul 30, 2022			
Jul 29, 2022	Jul 03, 2022	Jul 16, 2022			
Jul 15, 2022	Jun 19, 2022	Jul 02, 2022			
Jul 01, 2022	Jun 05, 2022	Jun 18, 2022			
Jun 17, 2022	May 22, 2022	Jun 04, 2022			
Jun 03, 2022	May 08, 2022	May 21, 2022			
May 20, 2022	Apr 24, 2022	May 07, 2022			
May 06, 2022	Apr 10, 2022	Apr 23, 2022			
Apr 22, 2022	Mar 27, 2022	Apr 09, 2022			
Apr 08, 2022	Mar 13, 2022	Mar 26, 2022			
Mar 25, 2022	Feb 27, 2022	Mar 12, 2022			
Mar 11, 2022	Feb 13, 2022	Feb 26, 2022			

If you select the Employee Tab again,
You can choose to obtain your Tax Forms.

WEB SELF SERVICE

[Personal Information](#) **Employee** [Finance](#) [Information Technology Requests](#)

Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, educational benefits, Benefit Statement.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information, W2 Form or T4 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Campus Directory](#)

- Select Tax Forms

WEB SELF SERVICE

Personal Information **Employee** Finance Information Technology Requests

Employee

[Time Sheet](#)

[Leave Report](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, educational benefits, Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, W2 Form or T4 Form.

- Select the year in the drop down you would like to see.
- Select Display
- You will see a printable W2 that you can print to PDF for email or print a paper copy.

Personal Information **Student** **Employee** **Finance** **Financial Aid and Veterans Affairs**

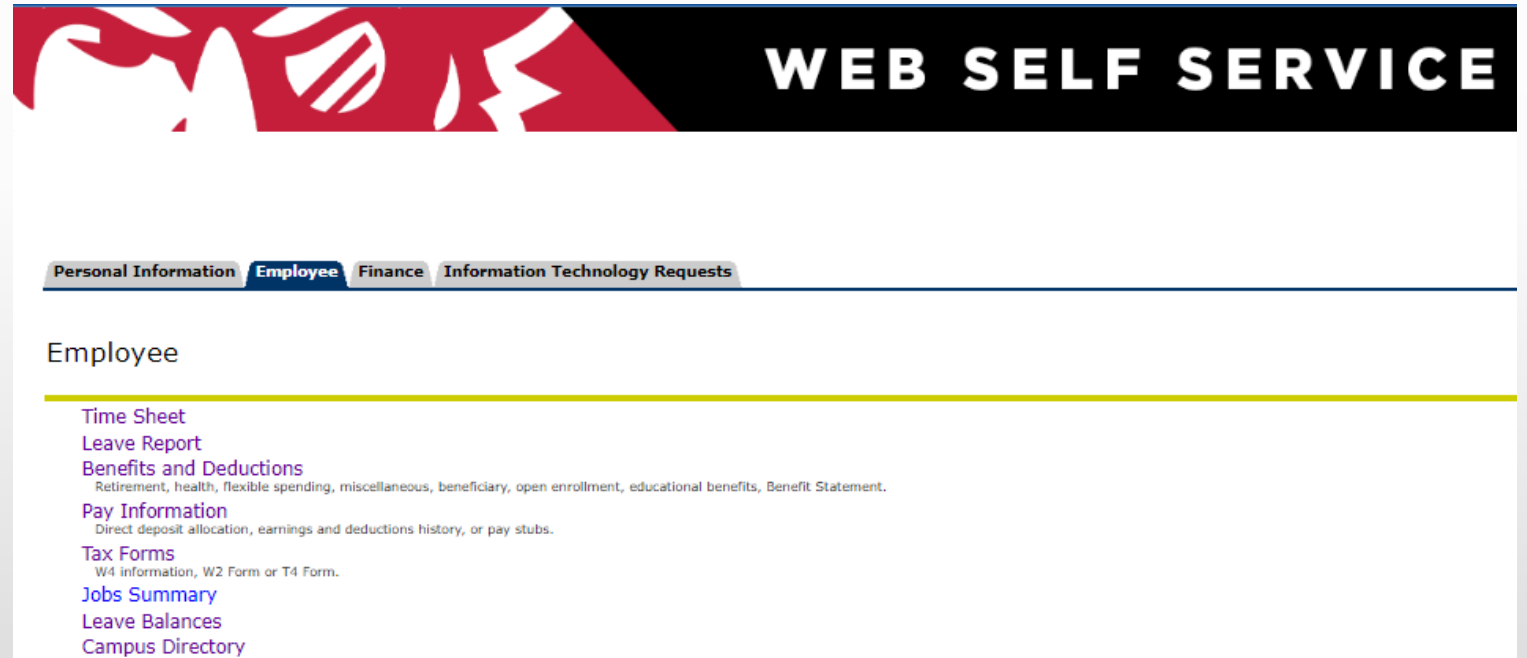

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: ▼

Employer or Institution: ▼

If you select the Employee Tab again,
You can choose to obtain your
Leave Balances.



WEB SELF SERVICE

Personal Information **Employee** Finance Information Technology Requests

Employee

[Time Sheet](#)
[Leave Report](#)
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Direct deposit allocation, earnings and deductions history, or pay stubs.
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- Select Leave Balances

WEB SELF

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Employee

- [Time Sheet](#)
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- [Leave Balances](#)
- [Campus Directory](#)

- Leave Balances will display as of that date

WEB SELF SERVICE

Personal Information **Employee** Finance Information Technology Requests

Leave Balances

Select the link under the Type of Leave column to access detailed information.

Balances shown reflect totals as of last payroll period. Select type of leave to review detail.

List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Nov 14, 2022	Taken as of Nov 14, 2022	Available Balance as of Nov 14, 2022
Annual Leave	Hours	.00	15.00	.00	15.00
Bereavement	Hours	.00	.00	.00	.00
Extended Covid Family Leave	Hours	.00	.00	.00	.00
Covid Emergency Leave	Hours	.00	.00	.00	.00
Family Medical Leave	Hours	.00	.00	.00	.00
Furlough	Hours	.00	.00	.00	.00
Jury Duty	Hours	.00	.00	.00	.00
Leave Without Pay	Hours	.00	.00	.00	.00
Military Leave	Hours	.00	.00	.00	.00
Parental Paid Leave	Hours	.00	.00	.00	.00
Sick Leave	Hours	.00	7.50	.00	7.50
Vet Svc Connected Disability	Hours	.00	.00	.00	.00



AP Austin Peay
State University
CLARKSVILLE  TENNESSEE