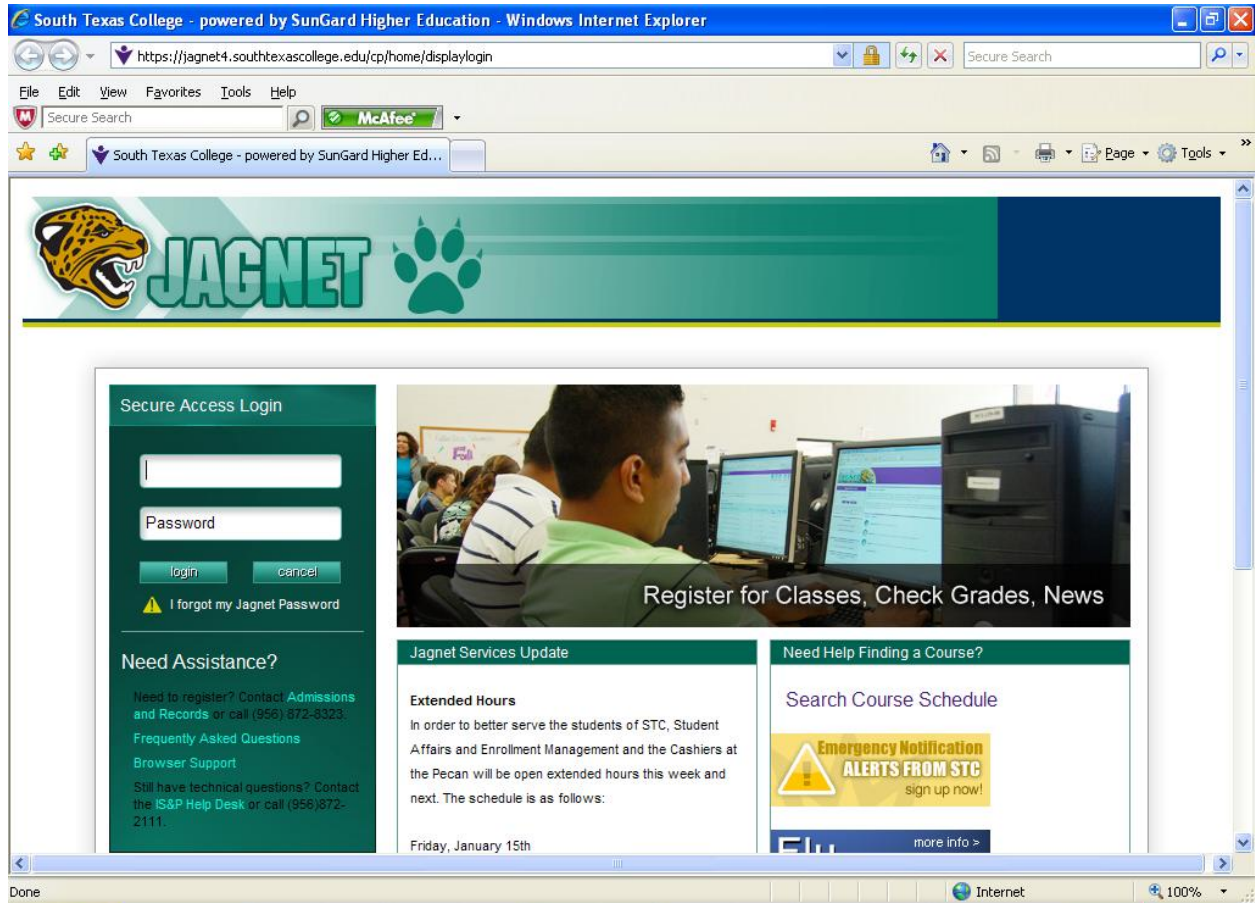


Instructions on accessing pay stubs online through JagNet

1. Click on the JagNet link from the STC homepage or browse to the following link:

<https://jagnet4.southtexascollege.edu/cp/home/displaylogin>



2. Log in to JagNet. If this is the first time you are using JagNet or if you do not remember your access credentials or if you cannot see the employee tab in JagNet, please contact the IS&P helpdesk at one of the following numbers:

-Pecan Campus (956)872-2111 -Mid-Valley (956)447-1209

-Starr County (956)716-4709

3. Click on **Employee Services**.

The screenshot shows a Windows Internet Explorer browser window displaying the SunGard Higher Education website. The address bar shows the URL: https://jagnet4.southtexascollege.edu/render.userLayoutRootNode.uP?up_root=root. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation tabs are My JagNet, JagNet Help, JagCard, Library, and Employee. The main content area is divided into several sections:

- My Services:** Contains links for [Pay My Bill](#), [Enroll/View Payment Plans](#), and [View Account Summary](#). It also includes **Student Services** with links for [View My Class Schedule](#) and [My 1098-T Tax Information](#). The **Employee Services** section, which is highlighted with a black arrow, provides information on viewing payroll data such as pay stubs, deductions, and leave balances.
- Campus Announcements:** States "There are no announcements".
- Personal Announcements:** States "There are no announcements".
- Quick Links:** Lists links for [STC Homepage](#), [Distance Learning](#), [JagNet Help](#), [Frequently Asked Questions](#), [Help Center](#), [IS&P Help Desk](#), and [Jagcard Information](#).
- Bookmarks:** Lists [JA-SIG Homepage](#) and [SunGard Higher Education Homepage](#).
- Parking Links:** Includes a link for [STC Parking Links](#).
- My Calendar:** Shows a calendar for May 2010 with the date 05/12 highlighted. It also lists **Events:** (None) and **Invitations:** (None).
- Student Services Char:** Includes an **FAQ for Fall 2009** section with questions like "When will Financial Aid for my classes? August" and "When will book vouche available? August 24th".

The browser's status bar at the bottom shows "Internet" and "100%" zoom level.

4. Click on **Pay Information**.

The screenshot shows a Windows Internet Explorer browser window displaying the SunGard Higher Education portal. The address bar shows the URL: https://jagnet4.southtexascollege.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=https%3A%2F%2Fj. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a search box and a McAfee security icon. The page header features the SunGard Higher Education logo and navigation links for Calendar, Groups, Logout, and Help. The main content area has tabs for Personal Information, Employee, WebTailor Administration, and Finance. The Employee tab is active, showing a search box and a Go button. Below the search box, the word "Employee" is displayed in a large font. Underneath, there are two links: "Pay Information" (underlined in red) and "Leave Balances" (underlined in blue). A black arrow points to the "Pay Information" link. The text "Direct deposit allocation, earnings and deductions history, or pay stubs." is located below the "Pay Information" link. At the bottom left, it says "RELEASE: 7.3.1" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows the Start button, several open applications (All Mail, Memo: Pay..., Internet Explorer, Window..., Adobe Dre..., pay stub in...), and the system clock showing 9:48 AM on 7/2.

5. Click on **Pay Stub**.

The screenshot shows a Windows Internet Explorer browser window displaying the SunGard Higher Education web application. The address bar shows the URL: https://jagnet4.southtexascollege.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=https%3A%2F%2Fj. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a search box and a McAfee security icon. The browser's toolbar shows a home button, a search button, a print button, a page button, and a tools button. The application's header features the JAGNET logo and navigation links for Calendar, Groups, Logout, and Help. The main content area has a navigation menu with tabs for Personal Information, Employee, WebTailor Administration, and Finance. Below the navigation menu is a search box with a Go button and links for RETURN TO MENU, SITE MAP, and HELP. The main heading is "Pay Information". Underneath, there are two links: "Pay Stub" and "Deductions History". A black arrow points to the "Pay Stub" link. At the bottom left of the main content area, it says "RELEASE: 7.3.1". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

6. Select pay stub year from the drop-down list and click **Display**.

The screenshot shows a web browser window titled "SunGard Higher Education - Windows Internet Explorer". The address bar contains the URL: https://jagnet4.southtexascollege.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=https%3A%2F%2Fj. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a McAfee security indicator. The main content area features a navigation menu with tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". Below the navigation is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP". The "Pay Stub" section contains an information icon and the instruction "Choose a year and then select Display." Below this is a "Pay Stub Year:" label followed by a dropdown menu currently set to "2010". A "Display" button is positioned below the dropdown. At the bottom of the page, there is a "RELEASE: 7.0" notice, a link to "[Earnings History | Deductions History]", and a logo for "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom level.

7. Pay periods are displayed for the year. Select a pay period to view the detailed pay stub.

The screenshot shows a web browser window titled "SunGard Higher Education - Windows Internet Explorer". The address bar shows a URL from southtexascollege.edu. The browser interface includes a search bar, navigation buttons, and a McAfee security icon. The application header features the SunGard logo and navigation tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". A search bar is present with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP".

The main content area is titled "Pay Stubs" and includes an instruction: "Select the Pay Stub Date to access additional information." Below this, a section titled "Pay Stubs for 2010" contains a table with the following data:

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Apr 30, 2010	Apr 01, 2010	Apr 30, 2010	[REDACTED]	[REDACTED]	[REDACTED]
Mar 31, 2010	Mar 01, 2010	Mar 31, 2010	[REDACTED]	[REDACTED]	[REDACTED]
Feb 26, 2010	Feb 01, 2010	Feb 28, 2010	[REDACTED]	[REDACTED]	[REDACTED]
Jan 29, 2010	Jan 01, 2010	Jan 31, 2010	[REDACTED]	[REDACTED]	[REDACTED]

Below the table is a "Change Year" link. At the bottom left, it says "RELEASE: 7.0" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION". The browser status bar at the bottom shows "Done", "Internet", and "100%".