

Payroll Voucher

Employees must have an active MySSU account to access payroll vouchers. If you don't have a MySSU account, please contact the UIS Help Desk to establish an account.

Instructions on how to access your payroll voucher:

1. Go to MySSU (<https://myssu.shawnee.edu/ics/>)

2. Enter your User ID (this is your Faculty/Staff/Student ID number)



A screenshot of the MySSU login page. The page has a dark blue header with the Shawnee State University logo and 'MySSU' text. Below the header is a navigation menu with a 'Home' link. On the right side, there is a login form with two input fields: 'User ID:' and 'Password:'. The 'User ID:' field is highlighted with a red box. A 'Login' button is located to the right of the password field.

3. Enter your Password (the password you have established)



A screenshot of the MySSU login page, similar to the previous one. The 'User ID:' field is now filled with a white box, and the 'Password:' field is highlighted with a red box. The 'Login' button remains to the right.

4. Click the "Student" Tab



A screenshot of the MySSU navigation menu. The menu is located at the bottom of the page and contains several links: 'Home', 'MyInfo', 'Financial Aid', 'Campus Life', 'Student', and 'My Pages'. The 'Student' link is highlighted with a red box.

5. Click on “View All Payroll Vouchers” to view a complete list of your payroll vouchers and select the corresponding pay date that you would like to view.

The screenshot displays the SSU Student Self-Service portal. On the left, there is a navigation menu with sections for 'Student' (Academic Information, Billing Information, Financial Aid, Housing, Registration) and 'Quick Links' (My Pages, Apply For Admission, Ohio Means Jobs, UIS Security Alerts, Shawnee State University, Email, SSU Calendar, SSU News & Events, Library, UIS Technical Support). The main content area is titled 'Student' and includes a 'Printer Friendly' icon. It features several portlets: 'Course Schedules' with an 'Add/Drop' button and an alert about registration; 'Bookstore Interface' with a 'Buy Now' button; 'Blackboard' with a 'Blackboard' link; 'Enrollment Verification' with an 'Enrollment Verification / Loan Deferment Information' link; 'SSU Student Reg Clearance View Portlet' with a 'Buy Now' button; and 'SSU Payroll Voucher' with a 'View All Payroll Vouchers' button and a 'Search for Payroll Voucher(s)' button. A callout box with a black border highlights the 'View All Payroll Vouchers' button in the 'SSU Payroll Voucher' portlet. An arrow points from the callout box to the button in the main page.

Student Printer Friendly

Course Schedules

[Add/Drop](#)

Alert: Student Registration is open from 04/02/2012 to 11/20/2012.

Current Term: Fall Term - 2012
Add Period Open / Drop Period Open

[Add/Drop Courses](#) [Course Search](#)

Your Schedule: Withdrawing from classes may result in changes to your financial aid. For more information [click here](#). If you are withdrawing from all of your classes and have student loans, go to [NSLDS](#) to complete your exit counseling.

Bookstore Interface

[Order Textbooks online from the SSU Bookstore](#)

When you click on Buy Now, you will be redirected to the SSU Bookstore website where textbooks for your registered courses will be preloaded in the shopping cart.

Select the term for which you wish to order textbooks

Session: FA
Year: 2012
[Buy Now](#)

Blackboard

[Blackboard](#)

Enrollment Verification

[Enrollment Verification / Loan Deferment Information](#)

Using Student Self-Service, you can print enrollment verification certifications, view your enrollment history and enrollment verifications provided at your request, check loan deferments sent to your lenders, and link to real-time information on your student loans. You can access Student Self-Service by clicking the link below. If you would like to know more about enrollment verification please [click here](#).

[Student Self-Service](#)

SSU Student Reg Clearance View Portlet

Advising prior to registration is mandatory for students meeting any of the following criteria:

1) All freshmen > 30 cumulative earned hours
2) All students with 30 cumulative earned hours but moving to the semester
3) All students with 30 cumulative earned hours but moving to the semester
4) All students with 30 cumulative earned hours but moving to the semester
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SSU Payroll Voucher

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Please select the "View All Payroll Vouchers" to view a complete list of your payroll vouchers or select the "Search for Payroll Voucher(s)" to perform a search using a date range.

[View All Payroll Vouchers](#)

[Search for Payroll Voucher\(s\)](#)

SSU Payroll Voucher

Please select the "View All Payroll Vouchers" to view a complete list of your payroll vouchers or select the "Search for Payroll Voucher(s)" to perform a search using a date range.

[View All Payroll Vouchers](#)

[Search for Payroll Voucher\(s\)](#)

6. Click on "Search for Payroll Voucher(s)" to search for payroll vouchers using a date range.

The screenshot displays the SSU Student Self-Service portal. On the left, there is a navigation menu with sections for "Student" (Academic Information, Billing Information, Financial Aid, Housing, Registration) and "Quick Links" (My Pages, Apply For Admission, Ohio Means Jobs, UIS Security Alerts, Shawnee State University, Email, SSU Calendar, SSU News & Events, Library, UIS Technical Support). The "Registration" section is highlighted in blue. The main content area is divided into several panels: "Course Schedules" (with an "Add/Drop" button and an alert about registration dates), "Bookstore Interface" (with a "Buy Now" button), "Blackboard", "Enrollment Verification", "SSU Student Reg Clearance View Portlet", and "SSU Payroll Voucher". The "SSU Payroll Voucher" panel contains the text: "Please select the 'View All Payroll Vouchers' to view a complete list of your payroll vouchers or select the 'Search for Payroll Voucher(s)' to perform a search using a date range." Below this text are two buttons: "View All Payroll Vouchers" and "Search for Payroll Voucher(s)". The "Search for Payroll Voucher(s)" button is highlighted with a red box. A callout window, also with a red border, is overlaid on the page, containing the same text and buttons. The "Search for Payroll Voucher(s)" button in the callout is also highlighted with a red box. An arrow points from the callout window to the button in the main content area.