**Pay Stub Printing Instructions:**

A copy of your payroll stub is available through Oakland University SAIL (Banner Employee Self Service). To navigate to this site:

1. Access the Oakland University web site – <http://www.oakland.edu>.
2. In the upper right-hand side of the home page, click on “SAIL.”
3. Click on “Faculty and Staff SAIL.”
4. In the Oakland University SAIL information page, click on “Login to Secure Area.”
5. Enter your NET ID and Password on the User Login screen. Click “Login.”
6. Click on “Employee Services.”
7. Click on “Pay Information.”
8. Click on “Pay Stub.”
9. Select Pay Stub Year from the drop down menu and click “Display.”
10. Select Pay Stub Pay Period End Date to view the payroll stub. Click on “Printer Friendly” to generate a printable copy of this stub. Click “File,” and “Page Set-Up” to reformat the document, if desired.

Note: Benefit time accrual balances can be viewed from the “Employee Services” screen by clicking on “Time Off Current Balances and History.”

If you have any questions or concerns, please contact the Payroll Office at 248-370-3472 or [payroll@oakland.edu](mailto:payroll@oakland.edu).