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/](https://myssu.shawnee.edu/ics/))

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

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

4. **Click the “Student” Tab**
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.
6. Click on “Search for Payroll Voucher(s)” to search for payroll vouchers using a date range.