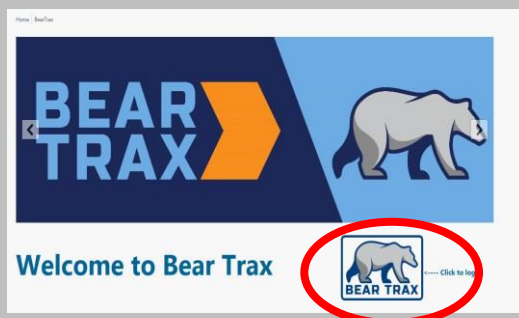# Please use the following instructions to access your pay slip.

1) **Navigate to the Bear Trax homepage to Bear Trax** *(Shawnee.edu/BearTrax)* **and click the icon to login.**
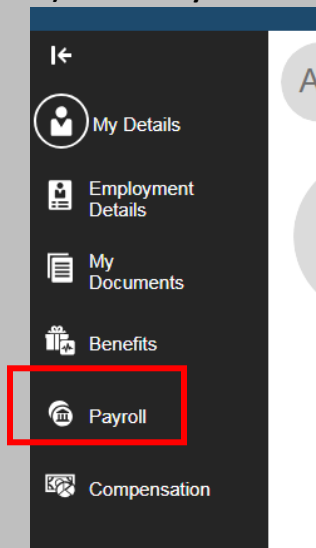

2) **Enter your Bear Trax User ID and Password** *(this will either be your current student/employee ID or your assigned Bear Trax ID)*

3) **Click on the 3 horizontal bars in the top left of the screen and select Personal Information under Me**
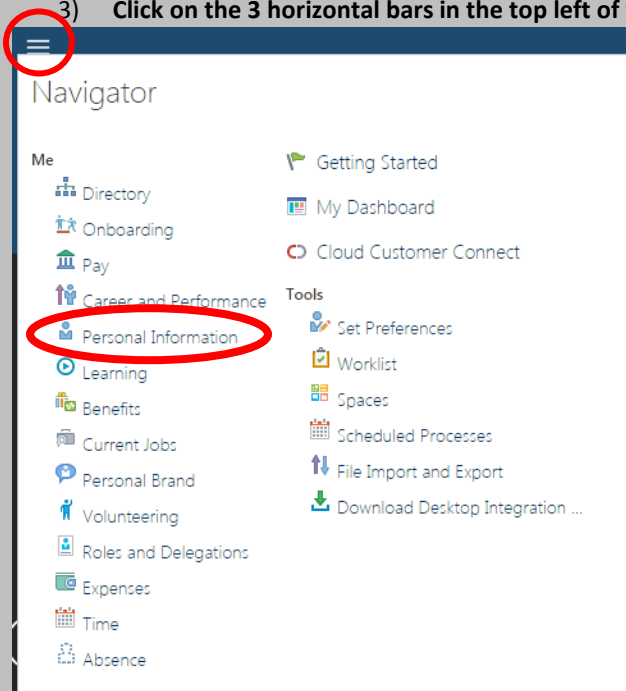
5) Select "Payroll"

6) **The payslips will populate. In order to view a PDF copy of your payslip, click on the payslip icon.**

	Period Start Date	Period End Date
	12/8/18	12/21/18
	11/24/18	12/7/18
	11/10/18	11/23/18