



Kansas State University

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To: Kansas State University Employees

From: Gary Leitnaker, Assistant Vice President  
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Subject: Employee Self Service and Pay Advice Information

Over the last several years, Kansas State University has grown in technological abilities and improved online access for our employees and students. Beginning February 5, 2010, pay advices for pay that is electronically deposited in employee bank accounts will no longer be mailed to employees. Paycheck and leave balance information are available online through the Human Resource Information System (HRIS) Employee Self Service at [www.as.ksu.edu/HRIS/](http://www.as.ksu.edu/HRIS/). For your convenience, this URL is also now available on the left-hand side of the K-State Home Page: [www.k-state.edu](http://www.k-state.edu). For those few employees who receive a paper paycheck, those will still be mailed as usual.

The online data is secure and can only be accessed by entering your K-State eID and password. In addition to the paperless pay advices, there are other self-service applications available to employees, such as viewing personal information, viewing and updating your W-4, K-4, direct deposit information, enrolling in training, and more. While the State of Kansas has had paperless pay advices available for several years, K-State is one of three State of Kansas agencies who still print pay advices; all other state agencies discontinued the mailing of pay advices in July 2003.

Paycheck information is accessible wherever employees have Internet access, including home, work, or community resources such as libraries. The paycheck information is available no later than the Monday prior to a Friday payday. Additionally, at least four years of historical information is available for your use. For assistance with this new process, please contact your departmental personnel specialist.

HRIS Employee Self Service and online pay advices are certainly positive steps in our effort to become more efficient, reduce state expenses and become green. I ask that you join me in supporting this new business process as we continue to move forward. If you have any questions, you may contact Julie Henton @ 532-6277 or e-mail [HR@ksu.edu](mailto:HR@ksu.edu). Thank you.