MyPayroll

*MyPayroll is a means by which employees participating in Direct Deposit may view and/or print their pay stub. For security purposes, MyPayroll is available only when connected to the Mercer server and no secure data such as social security numbers, birthdates, or the like can be obtained through this process.*

1. To access MyPayroll go to [https://mercerreports.mercer.edu/reports](https://mercerreports.mercer.edu/reports)

   ![Connecting to mercerreports.mercer.edu](image1)

   Sign in with windows Log In.

2. Open the MyPayroll folder.

![Folder Contents](image2)

3. You should see two icons, My Pay Statement and Vacation and Sick Leave Hours.
4. Clicking the first icon presents you with a drop down list of dates you have been paid.

![Select a Pay Period End Date](https://mercerreports.mercer.edu)

Select the value for the monthly stub you would like to view.

Clicking the other link will display your vacation and sick leave balances. If you are a supervisor, you will see the balances of the employees that report to you either directly or indirectly. These balances will not be accurate if time reports have not been submitted, approved and sent to Beartime by the supervisor.

5. Please direct any technical questions you may have to the Mercer Technology Help Desk x2922

Direct any questions you may have about the information provided within the statements to the Mercer Payroll Office x2645