Frequently Asked Questions

Why would I want to view my pay statement online?

• It’s convenient! This feature is available 24/7.
• You have the ability to immediately access your current pay statement on pay day.
• You have the ability to access past statements.

Who can NOT view their pay statements online?

• Employees* that have not received a pay in over 45 days. (Access automatically resumes once an employee receives pay.)

• *Undergraduate student employees and student workers who have not received a pay in over 180 days. (Access automatically resumes once an employee receives pay.)

• Employees in the following Statuses:
  - Terminated - Paid and Unpaid
  - Admin Suspension (Unpaid)
  - LTD

How do I access my statement?

1. Navigate to the University portal, My Pitt, at my.pitt.edu.

2. Enter your University Computing Account username and password.

*Note: if you have forgotten your username or password, contact the Technology Help Desk at 412-624-HELP (4357) for assistance.

3. Click on the “Log In” button.

4. Click on the “PRISM Login” link.

5. Select “PHR Employee Self-Service” responsibility.

6. Select “Pay Statement”.
Never leave your computer logged on while unattended and always lock your PC when you are going to be away from your desk. Just press the CTRL, ALT, and DELETE keys simultaneously. Then choose the "Lock this Computer" option.

**When will I be able to see the current pay period statement?**

Your on-line pay statement will be available on your scheduled pay date.

**Who will still receive paper pay advices?**

Employees with the following status:

- Terminated - Paid and Unpaid
- Admin Suspension (Unpaid)
- Military (Unpaid)
- Prof Enhancement (Unpaid)
- Std (Unpaid)
- Unpaid Leave of Absence
- Volunteer (Unpaid)
- Inactive Assignment
- LTD
- Temporary Layoff
- Workers Compensation
- Workers Comp Extended
- Employees on the Biweekly payroll (except All-Temps)

**If I am an employee in a status that receives paper pay statements, how will my pay statement be delivered?**

All paper pay statements will be mailed to employees on pay day. Paper pay statements are mailed to the address listed in the payroll system. If you are in an inactive status and need to update your address, please submit a residency certification form to the Payroll Department.
Can I view my statement on a computer other than my work pc?

Yes, you can use any computer that has access to the internet. When using a public computer, always remember to log out of My Pitt (my.pitt.edu) and close the browser window.

Can I view my statements from prior pays?

Yes, you will be able to view pay statements for the current year and three previous years. Just select a Year and a Pay Statement date from the drop down boxes at the top of your screen.

Can anyone else log on and view my pay statement?

No, it is a secure site. Remember to choose a strong password, and never write down or tell anyone your password. For additional security policies and guidelines, please visit the University’s Information Technology site at http://technology.pitt.edu/security.html

What does it mean if I see the word REVERSED in the “Select a Pay Statement” drop down box?

The word reversed means that the pay statement you are viewing was voided and/or reversed and may not reflect a valid payment to you. Voids/reversals may occur, as an example:

- If the payment was incorrect.
- If the net amount was reissued by a replacement check due to either a lost check or an incorrect direct deposit account. Replacement checks dated prior to 2010 are not available to view on-line.

What happens if I leave the University (terminate)?

When you leave the University, you will no longer have access to My Pitt (my.pitt.edu) and the PRISM system. If there are any final payments due to you, a paper statement will be generated and mailed to the address listed in the payroll system.