

Finding Your Pay Stub on My Washburn

On any internet browser navigate to my.washburn.edu and sign in.

If you do not remember your password, use the Forgot Password link at the bottom. If you are still having trouble logging in, call ITS at 785.670.3000.

WASHBURN UNIVERSITY

Use your Washburn e-mail address and password to log in. This system provides secure access to several applications including MyWashburn, Navigate, and Degree Works.

First time user? Check the personal email address you supplied when you applied for admission or employment at the University for an email from ITS about accessing IT resources. Didn't receive an email or can't find it? Call 785-670-3000 or email support@washburn.edu. See [Support Information](#). Have you [Forgotten Your Password?](#)

Note: Many login problems can be resolved by clearing your cache and completely closing your browser windows. If you continue to encounter problems logging in, please contact ITS Support at support@washburn.edu or call 785.670-3000.

Duo 2-factor authentication to be required for O365 logins soon. Please expect a Duo 2-Factor Authentication (2FA) enrollment email if you have not yet enrolled and registered a 2-factor device. It will be sent from no-reply@duosecurity.com with a link to [duosecurity.com](https://washburn.edu/its/files/enroll-in-duo.pdf) in the body. Click the link provided in the email and follow these directions: <https://washburn.edu/its/files/enroll-in-duo.pdf>.

Remember me on this computer

[Forgot Password?](#)

Once logged in click the 'Employee' link on the left side of the page.

WASHBURN UNIVERSITY

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Welcome to MyWas

1. Navigation is on the left.
2. Search for what you are looking for the box in the top left.
3. Access the site from any device.

Important Note: With the new authentication scheme, it is very important that you use the Sign Out on the upper right to exit MyWashburn. Do not just "X" out of the window. This may create problems logging in the time from the same device.

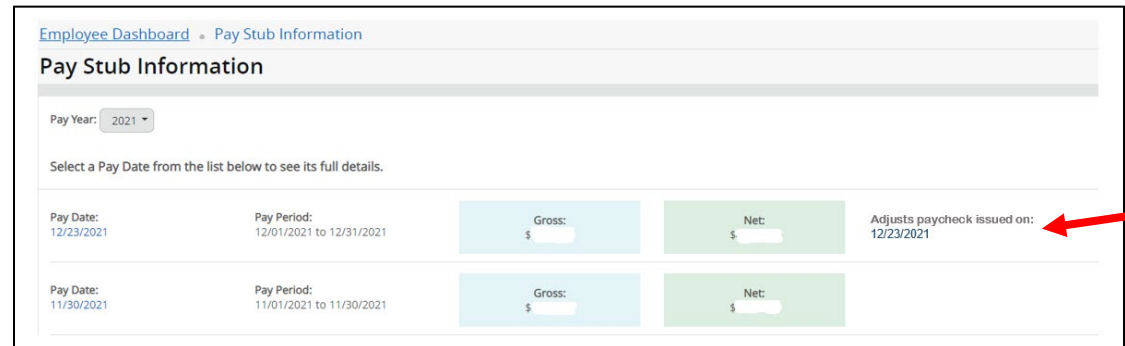
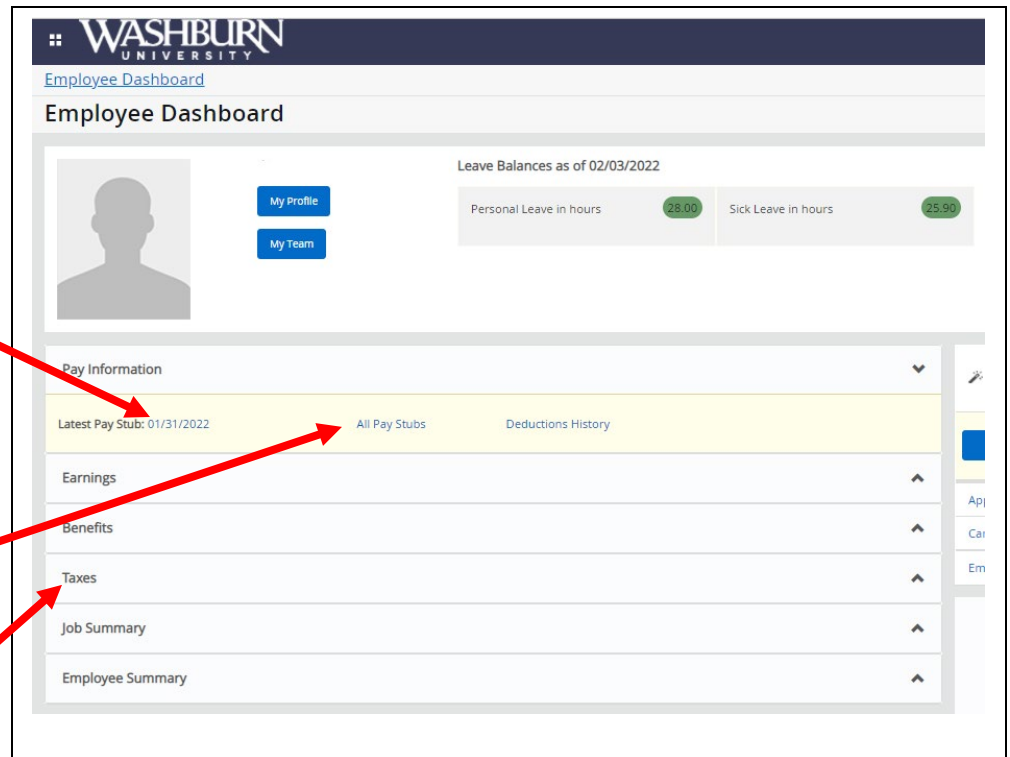


In the Employee Self-Service section, click the 'Employee Dashboard' link.

This takes you into the section where you can see your accrued leave, if applicable, manage your timesheets, and view your pay stubs. Click the date hyperlink next to 'Latest Pay Stub'.

You can also view your other pay stubs by clicking the 'All Pay Stubs' hyperlink.

To view your W-2 click the Taxes hyperlink.



The 'All Pay Stubs' hyperlink will take you to where you can view history of all your paychecks including any adjustments processed for your pay (shown to the right of the Pay Date).