How to retrieve your pay check or direct deposit pay stub from CLASS-Web

*Instructions below are in bold green italics.*

**Step 1:**
http://banner-web.clpccd.cc.ca.us:7000/
*Click on this url in order to log in to CLASS-Web.*

**Step 2:**
CLASS-Web
Chabot-Las Positas Community College District

User Login

*Please enter your 9-digit User Identification Number ("W" ID or your SSN) and your 6-digit NUMBER Personal Identification Number.

If you have forgotten your PIN, enter your User ID first, then click Forgot PIN?

You have five attempts to correctly enter your User ID and PIN before your online account becomes disabled.

When you have finished using CLASS-Web, please exit and close your browser to protect your privacy.

User ID: [ ] e.g. W87654321
PIN: [ ] e.g. 123456

Login  Forgot PIN?

Enter your User ID. Your User ID is your W number. If you do not know your W number, you may enter your social security number or your tax identification number as your User ID. If you have never logged in before, your PIN will be your birthdate in the format MMDDYY. Click Login.
**Step 3:**

Click on the Employee Information tab. (Note that your W number can be found under the Personal Information tab. Click on What is my W ID?, shown below.)

What is my W ID?
Step 4:

Click on Pay Information under the Employee Information tab. (Note that your Leave Balance information can be found under this tab also. Click on Leave Balances for accrued vacation and/or sick leave and/or floating holidays, if applicable.)
Step 5:

Click on Pay Stub.
Step 6:

Click Display. If you want to print a pay stub for a prior year, click on the Pay Stub Year drop-down arrow and choose the year.
Step 7:

Click on the Pay Stub Date in which you are interested.

After clicking on the Pay Stub Date, your pay check or direct deposit information will appear on the screen. At the bottom of that screen you may click on the Printer Friendly button. A printer-friendly version of the pay check or direct deposit stub will be available for you to print.

Always click Exit and close your Internet browser when finished working in CLASS-Web.