

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

[HELP](#) [EXIT](#)

User Login

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

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:

File Edit View Favorites Tools Help

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CLASS-Web

Chabot-Las Positas Community College District

Personal Information

Student Services

Financial Aid


Employee Information

Faculty and Staff Menu

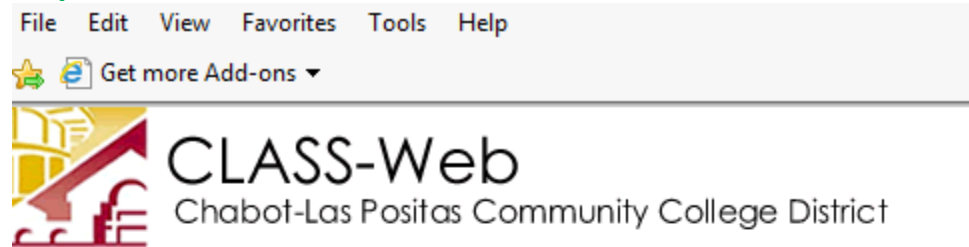
Financial Information

Search

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:



Personal Information Student Services Financial Aid **Employee Information**

Search

Employee Information

[Benefits and Deductions](#)

View your retirement, health, flexible spending, and miscellaneous benefit information

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, and pay stubs information

[Tax Forms](#)

W4, DE-4 forms and W2 information


[Leave Balances](#)

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:

File Edit View Favorites Tools Help

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Chabot-Las Positas Community College District

Personal Information Student Services Financial Aid **Employee Information**

Search

Pay Information

[Direct Deposit Allocation](#)
[Earnings History](#)
[Pay Stub](#)
[Deductions History](#)

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Click on Pay Stub.

Step 6:

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CLASS-Web
Chabot-Las Positas Community College District

Personal Information Student Services Financial Aid **Employee Information**

Search

Pay Stub

☛ Choose a year and then select Display.

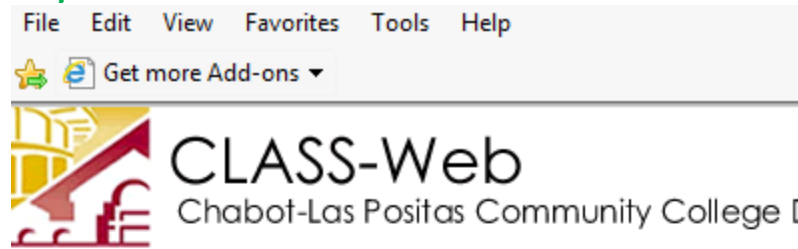
Pay Stub Year: ▼

RELEASE: 8.9.0.2

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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:



Personal Information Student Services Financial Aid **Employment**

Search

Pay Stubs

Select the Pay Stub Date to access additional information.

Pay Stubs for 2016

Pay Stub Date	Pay Period Begin Date	Pay Period End Date
Jul 28, 2016	Jul 01, 2016	Jul 31, 2016
Jun 30, 2016	Jun 01, 2016	Jun 30, 2016
May 31, 2016	May 01, 2016	May 31, 2016
Apr 29, 2016	Apr 01, 2016	Apr 30, 2016
Mar 31, 2016	Mar 01, 2016	Mar 31, 2016
Feb 29, 2016	Feb 01, 2016	Feb 29, 2016
Jan 29, 2016	Jan 01, 2016	Jan 31, 2016

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.