

How to retrieve your pay check or direct deposit pay stub from CLASSWeb

*Instructions below are in bold green italics.*

**Step 1:**

[https://bw7.clpccd.cc.ca.us/pls/OWA\\_PROD/twbkwbis.P\\_WWWLogin](https://bw7.clpccd.cc.ca.us/pls/OWA_PROD/twbkwbis.P_WWWLogin)

*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

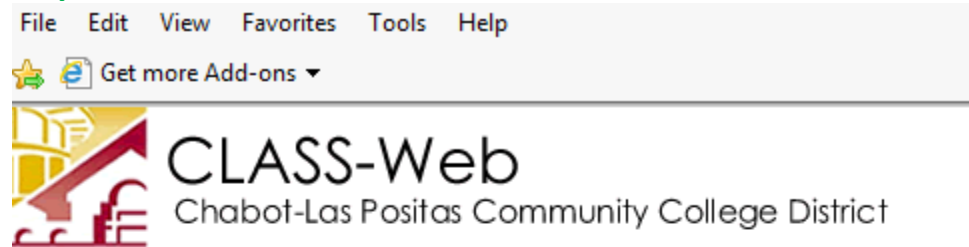
Search

*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

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[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

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

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*Click on Pay Stub.*

**Step 6:**

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**

Search

## Pay Stub

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☛ Choose a year and then select Display.

Pay Stub Year:  ▼

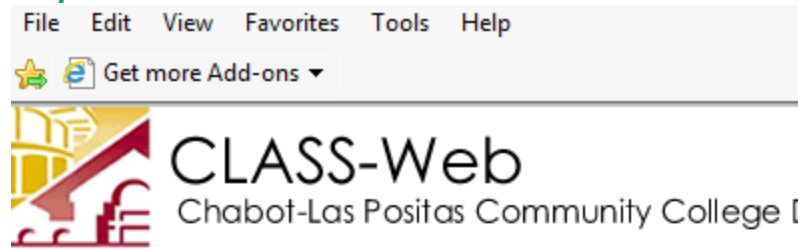
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*Click Display. If you want to print a pay stub for a prior year, click on the Pay Stub Year drop-down arrow and choose the year.*

**Step 7:**



Select the Pay Stub Date to access additional information.

**Pay Stubs for 2016**

Pay Stub Date	Pay Period Begin Date	Pay Period End Date
<a href="#">Jul 28, 2016</a>	Jul 01, 2016	Jul 31, 2016
<a href="#">Jun 30, 2016</a>	Jun 01, 2016	Jun 30, 2016
<a href="#">May 31, 2016</a>	May 01, 2016	May 31, 2016
<a href="#">Apr 29, 2016</a>	Apr 01, 2016	Apr 30, 2016
<a href="#">Mar 31, 2016</a>	Mar 01, 2016	Mar 31, 2016
<a href="#">Feb 29, 2016</a>	Feb 01, 2016	Feb 29, 2016
<a href="#">Jan 29, 2016</a>	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.*