

## Instructions for Viewing Paystubs Online

To find the instructions on how to view your paystub online please follow these steps:

1. From the HPU homepage, go to “Quick Links”.
2. Then click “HPU Gateway” under the “Faculty and Staff” tab.



### QUICK LINKS

[Howard Payne University](#) > [Quick Links](#)

#### STUDENTS

[HPU Email & Office 365](#)  
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[Form 1098-T](#)  
[Wellness Center](#)

#### ACADEMICS

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[Library Instruction Request Form](#)  
[Class Schedule - May, Summer and Fall 2017](#)  
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#### FACULTY AND STAFF

[HPU Wehmail](#)  
[HPU Gateway](#)  
[Institutional Effectiveness Planning Module](#)  
[HPU Purchasing](#)  
[PowerCampus Analytics](#)  
[Employee Wellness Program \(PDF\)](#)

3. Log into the Gateway using your normal HPU login credentials



Sign in with your HPU username and password

**Problems logging in? Contact Information  
Technology Services at 325-649-8840 or  
helpdesk@hputx.edu.**

- Once you have logged into the Gateway, on the left side you will see a drop down menu appear when you click the “Menu” button. Select “Portal Information”.

**MENU**

Search

Home

ANNOUNCEMENTS

EVENTS

There were no announcements found.

**Need Technology Training?**

Contact Cherri Conley  
cconley@hputx.edu

**MY WEEK**

APRIL 2017

Monday, April 3rd

All Day	Last day
All Day	Online
<b>E</b> All Day	<u>Evan FD</u>
<b>E</b> 9:00 AM 9:30 AM	<u>Monday</u> Libray

Manage Pictures







- Under "Employee How to Documents", you will find a PDF document containing further instructions for accessing your paystub as well as other documents and processes.

## Portal Information Home








Welcome to HPU Gateway! Portal how-to documentation and other details related to use of the site can be found here.  
Check back often. More information coming soon!

### EMPLOYEE HOW TO DOCUMENTS

STU

✓	 <u>NAME</u>	<u>MODIFIED</u>	✓
	 Create IT Services Support Ticket ...	January 9	
	 Install Silverlight for HR Access ...	March 21	
	 View or Print W2 - Faculty-Staff ...	January 31	
	 View or Print W2 - Student Worker ...	January 31	
	 <b>View Paystubs</b> ...	January 10	

### FACULTY HOW TO DOCUMENTS

✓	 <u>NAME</u>	<u>MODIFIED</u>
	 Advising - Approve Pending Schedules ...	March 21
	 Advising - Approve Permission Requests ...	March 21
	 Advising - Authorize Registration ...	March 21
	 Advising - Search Course Availability ...	January 6
	 Advising - View Student's Academic Plan ...	March 21
	 Advising - View Student's What If Plan ...	March 21