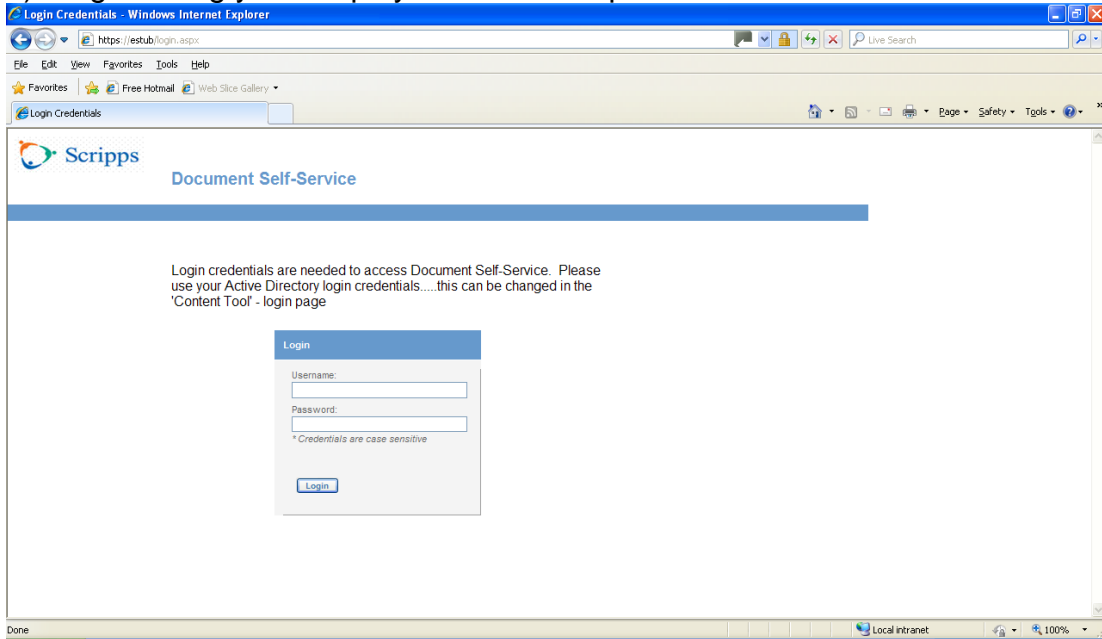
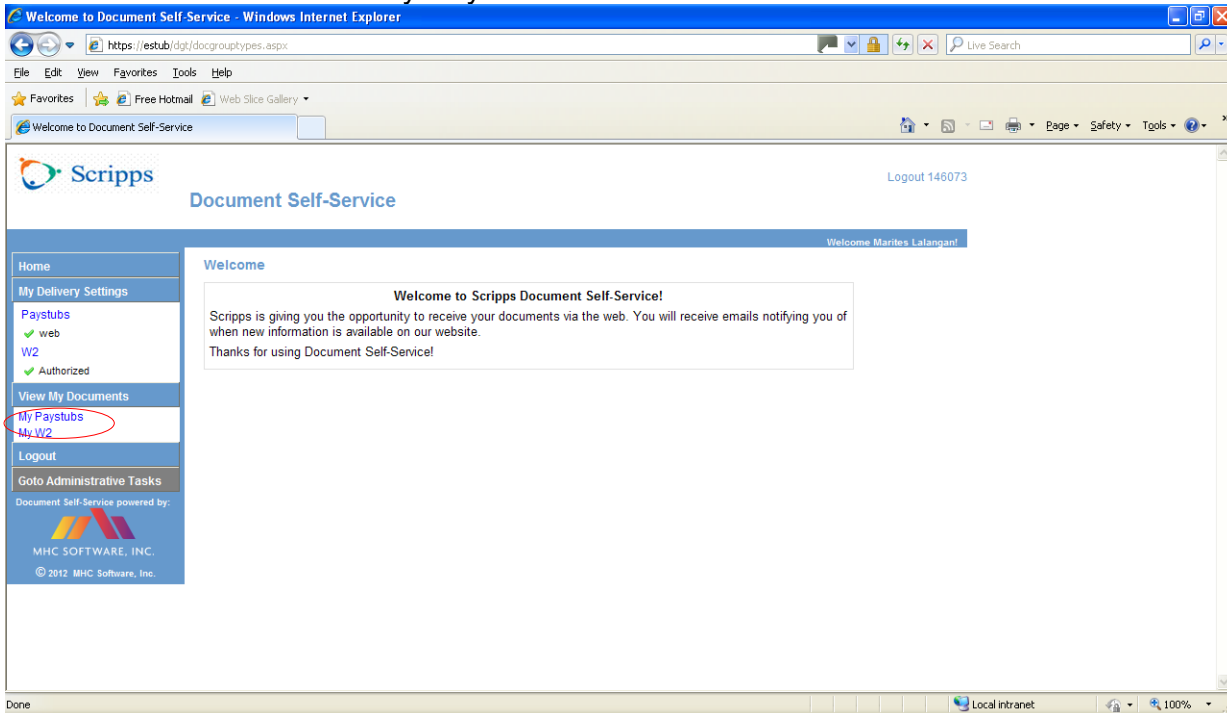


Viewing your Pay stubs through the Web

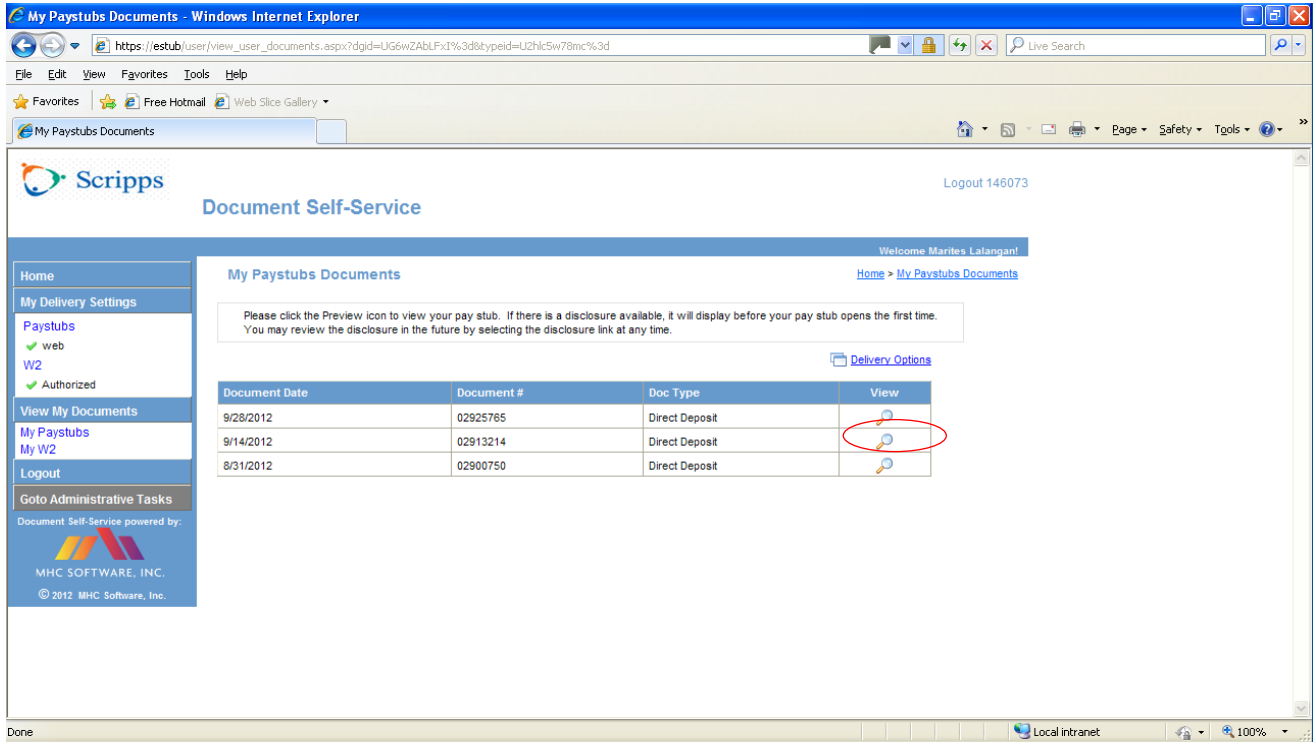
- 1) Estub website: <https://estub/>
- 2) Log in using your employee ID and NT password



- 3) The welcome page will come up.
 - a. Click on the "My Paystubs" link on the left-hand corner.



- 4) To view a PDF file of your pay stub, click on the magnifying lens. Your pay stub will appear on a separate page where you can view, print or save it to a PDF file.



Important Note: Do NOT use the Internet Navigation Buttons (i.e. back and forward) and always Logout of ESTub when you are finished by clicking on “Logout” on the bottom left under My Paystubs and My W2. Do NOT simply click the red X to exit. This could result in multiple sessions open for you and prevent you from re-entering the application.