KEAN UNIVERSITY

Payroll Portal

Kean University continues the drive to be **GREEN** by eliminating paper paystubs now that direct deposit is mandatory.

You'll get the same pay information as on the paper statements, but you'll get it faster, easier, and greener than ever, and you will be able to access it through our on-line program called PAYROLL PORTAL.

Here are a few of the benefits of Payroll Portal:

- All information on your pay stub (hours worked, pay rate, deductions, etc.) will be available online on your Payroll Portal Statement on pay day.
- You will have much less risk of identity theft – you won't have to shred paper statements or worry about your paystub being stolen from your mailbox or lost in the mail.
- You will be able to see current and historical pay information anytime you want while on or off campus.
- System help is easy! Go to the Help link on the Payroll Portal website screen or send an email to payroll@kean.edu.

What can be found on Payroll Portal under Personal:

- Pay Information
  - Current pay Statement: last pay check
  - Pay Statement History: all past paystubs
  - Pay Statement Information: shows your earnings, year to date pay (before taxes and deductions), taxes, deductions, and net pay (after taxes and deductions).
  - Annual Statement Consent Form: consent to receive digital W-2 for the following year
  - Annual Statements: W-2 Forms
  - Direct Deposit: Bank Account Information on file

To request login information, please send your name and Kean ID to payroll@kean.edu from your Kean email address.

Thanks for helping Kean continue to be a GREEN University!