

# Student Direct Deposit Statement Directions

Go to: <https://jayweb.etown.edu>

Navigate to the Student Tab

Click on the Employment Link in the left-hand navigation



Click on the Student Direct Deposit Statement link.



Select the appropriate Check Date from the list. The most recent check date will be at the top. Then press the Generate Report button.

The screenshot shows the Elizabethtown College Web Portal (JayWeb) interface. The navigation menu includes Home, Student, Faculty, and Staff. The user is currently in the Student > Employment section. The main content area is titled 'Employment' and contains a sub-section for 'Student Direct Deposit Statement - Report Parameters'. Below this, there is a 'PDF Reports > Report Parameters' breadcrumb and a message: 'Enter or select values for each parameter then click submit. Every parameter is required.' A 'Check Date' dropdown menu is highlighted with a red arrow. Below the dropdown, instructions state: 'To view your direct deposit statement, select the check date from the drop down list and then press the "Generate Report" button.' Two buttons, 'Generate Report' and 'Cancel', are visible at the bottom of the form.

This will generate a PDF version of the direct deposit statement. Click on the "Student Direct Deposit Statement" PDF link.

The screenshot shows the Elizabethtown College Web Portal (JayWeb) interface. The navigation menu includes Home, Student, Faculty, and Staff. The user is currently in the Student > Employment section. The main content area is titled 'Employment' and contains a sub-section for 'Student Direct Deposit Statement - Report'. Below this, there is a 'PDF Reports > Report Parameters > Report' breadcrumb and a message: 'Your report has been generated. To view your report, click the below link.' A link labeled 'Student Direct Deposit Statement' with a PDF icon is highlighted with a red arrow.

The direct deposit statement will have the above header with your specific direct deposit information listed below.

# Elizabethtown College



## COLLEGE PAYROLL

### Direct Deposit Employee Notification



**Per. Beg**  
05/06/2012

**Per. End**  
05/19/2012

<u>Earnings</u>	<u>Rate</u>	<u>Hrs/Units</u>	<u>Curr-Amt</u>	<u>Yr-to-Date</u>
MULTICULTURAL AFFAIRS - STUDENT WORK ST	7.25	0.00	\$0.00	\$498.46
MULTICULTURAL AFFAIRS - STUDENT ASST	7.25	1.28	\$9.28	\$9.28
			<b>\$9.28</b>	<b>\$507.74</b>
<u>Deductions</u>			<u>Curr-Amt</u>	<u>Yr-to-Date</u>
PA STATE TAX			\$0.29	\$15.60
LIT 1.00			\$0.09	\$5.08