

DOWLING

C O L L E G E

All employees may view/print their pay stubs and W-2 forms on-line. Direct deposit pay vouchers are only available online.

To Register for Online Pay Stubs

- Using any browser except Netscape, please go to: www.accudatapayroll.com
 - Select the 'register now' option
 - Your self-service registration pass code is: your Last Name and the last 4 digits of your Social Security number. (example: jones4232)
 - The first time password will be **6645dowl (first time only)**
- You will log in using your user name and be asked to create your own password. Please keep a note of these two pieces of critical information so that you can access this site in the future without trouble.
- To review your check history, once you've logged in, click on DOWLING COLLEGE in the center of the screen. Please be patient as the data loads via java AND it is accessing all of 2007 and 2008 check images. This will launch a pop-up window (please note, if you have a pop-up blocker you will need to allow pop-ups on your internet browser for this site) and you will see the "CHECKVIEW" option on the left. Please click on "CHECKVIEW" and you will be able to view or print your check stubs. "Checkview" will allow you access to your 2007 check stubs going forward.

..... DO NOT CONTACT ACCUDATA DIRECTLY.....

If you have any problems or questions regarding this new online feature, please call one of the following payroll staff and we will be happy to assist you.

- Joann Barry, extension 3169, or email barryj@dowling.edu,
- Susan Freese, extension 3102, or email freeses@dowling.edu
- Yvonne Ioli, extension 3154, or email ioliy@dowling.edu

If you have any questions regarding the pop-up feature, please call the Help Desk at extension 3445.

Tips and help for Accessing Your on-line Pay Statement

The Payroll Office has received calls from employees with problems accessing their on-line pay statements.

The most common issues are:

- Your User Name is **NOT** your e-mail address; do not add ".edu" to the end of your user name. There are no spaces in your user name.
- Your password is case sensitive. Please remember this when creating your password and accessing the site in the future.