How To ….
View Pay Stubs on NuView Payroll System

❧ **To Log into NuView** – visit the Human Resources web page on e-Raven and click on the ![NuView Systems, Inc.] icon. .

❧ **User Name and Password:** These are the same as the ones you logon to your Franklin Pierce network / email account and you must be logged into the FPU network with those credentials in order to be able to log-in.

❧ Now that you have signed in:

    ○ Select **PAY** from the icons on the screen

        ▪ Select View Check Stubs from drop box

❧ The list of your checks will appear on the next screen. Just click on "view" next to the check you would like to view. It will download as a PDF and you can view, print or save from there.

❧ **Notes:**
    ○ Depending on your security set-up in the system, your initial log-in may not bring you to the Employee Self-Service screen.
    ○ If so, just click on "Self Service" up on the top left-hand corner of your screen. That will take you to the Employee Self-Service screen and then follow the directions above.