CSU Bakersfield employee's can view their personal data and paychecks online.

You automatically have been granted access to use this functionality.

Personal Data

- Access and view an overall summary of your personal data
- Make changes to specific demographic changes
    - Phone Numbers(s)
    - Emergency Contact(s)
    - Email Addresses

In addition, instructions and links for changing other demographic data (i.e. Name, Address, Marital Status, etc) are provided as part of the page display, allowing employees to easily download forms and follow processing steps required for making changes.

ePay

- Access and view your most recent paycheck information
- View prior pay period information
- View compensation history and details of changes

Accessing the "myHR" system:

1. Open a web browser (i.e. Chrome, Safari, FireFox, etc.) and navigate to the myHR login page: https://myhr.csub.edu/

2. Click the "Click here to log into myHR" button and complete the two-factor authentication process, if required. (***note*** *- if needed, click on the "Need Help?" button at the top of the webpage or contact the CSUB Helpdesk at extension 4357 for assistance.)*

3. On the home page, click the "Self Service" link on the left side menu

    - **For Personal Data** - Click Personal Information
        - Personnel Information Summary
        - Phone Numbers
        - Email Addresses
        - Emergency Contacts

    - **For ePay** - Click Payroll and Compensation
        - View Paycheck
        - History Compensation

Note – if needed, use the help links located on the "myHR" login page or contact the CSUB Helpdesk at x4357