Self Service – Earnings Statement Instructions

To print your online pay advice:

- 1. Navigate to: <u>https://myq.quinnipiac.edu</u>
- 2. Click on **Self Service** under **"Applications" in MyQ**. You will be directed to the Self Service page.

Applications	Quick Links
Blackboard	
Citrix	
Course Photo	Roster
E-Mail	
ePortfolio	
Knowledge Ba	ase
Kronos	
Kronos Traini	ng Materials
Self Service	

3. Click on:

L



4. Click on:



5. Select the year and payment date:

Once you select a year, click a pay date to view and download the statement as a PDF.



2018

6. Click **Open** to open the PDF:

Do you want to open or save ADVICE_0014696_30Nov2018.pdf from selfservice.quinnipiac.edu?

Open

7. A PDF of the earnings statement will open. Click on the **print icon** to print.

Ē