Marquette University promotes a paperless payroll. Your direct deposit information from CheckMarq is provided to payroll to process your student paycheck. As a student employee you have access to MyJob, Marquette’s Self Service Portal. Your log in information will be the username and password that's used to access your email.

As a student employee, please login in to review your payslip each pay date.

https://myjob/mu.edu

The following are some more of the items that are available to you on MyJob:

**Notifications** - View confirmations of the changes you’ve made to your personal information

**Personal Actions**

- Personal information- View your personal information and make changes in CheckMarq to the following: your name, address, phone number, and emergency contact information
- PaySlip- View and print your paycheck stubs online
- W-4- Fill out and change your federal filing status
- Manage Payroll Payments- View your direct deposit information
- Employee W2- View previous copies of your W2’s

For more specific directions on how to enter your direct deposit information, please visit http://www.marquette.edu/comptroller/payroll.shtml for complete instructions.