

# Syracuse University

## Human Resources

Return this form to:

HR Service Center

hrservic@syr.edu

Phone 315.443.4042 Fax 315.443.1063

Skytop Office Bldg., Suite 101, Syracuse, NY 13244

The Office of Human Resources would like to take this opportunity to congratulate you on your employment with Syracuse University. U.S. employers are required by law to verify the employment authorization of all workers they hire. By law I-9s must be completed within 3 business days of the first day of employment. Please visit the Office of Human Resources at Skytop Office Building or at the satellite office at 210 Steele Hall to complete your I-9.

In addition, a notification of your pay rate and other relevant information has been or will soon be created for you. It is accessed through the View My Pay Notice link in MySlice. Please follow the instructions below to review and acknowledge your pay information online.

**New York State requires that new employees acknowledge their pay information before starting a new position.** The process will take only a few minutes, so we encourage you to log in now to avoid any issues on your first day of work. If you do not have access to a computer or need general assistance with the process, there is a computer kiosk outside of the Office of Human Resources in Skytop Office Building. A Human Resources representative will be able to assist you during normal business hours.

### Accessing Your Pay Notice:

1. Log into [MySlice](#) using your NetID and password.
2. Locate the “Employee Services” pagelet (orange background, white text). Under the “HR/Payroll” heading, click the link “View My Pay Notice”.
3. Follow the instructions to maneuver through the pay notice and acknowledgement process.

To ensure that the process works as it should, please review the following tips:

- The University supports Internet Explorer and Mozilla Firefox internet browsers. If you have another type browser this application may not work correctly. Disable all pop-up blockers within your internet browser. Your pay information will be shown to you on a PDF document, which will open in a separate window. Disabling pop-up blockers will ensure that you can view the information. If you are asked to temporarily disable a pop-up blocker at any point in the process, click “Yes”.
- Confirm that you have Adobe software installed. Older versions of Adobe may cause a message box to appear before the pay notice can be generated. Click “OK” in the message box to allow the pay notice to appear.
- Click the “Continue” or “Next” buttons to progress in the process. Do not use the forward and back arrows to maneuver through the pay notice screens.

If you experience any issues with the technical functionality of the pay notice process, please contact the ITS Help Desk at 315.443.2677 or [help@syr.edu](mailto:help@syr.edu).

If you have any questions regarding the information specific to your pay notice, please contact your department or the HR Service Center at 315.443.4042 or [hrservic@syr.edu](mailto:hrservic@syr.edu).