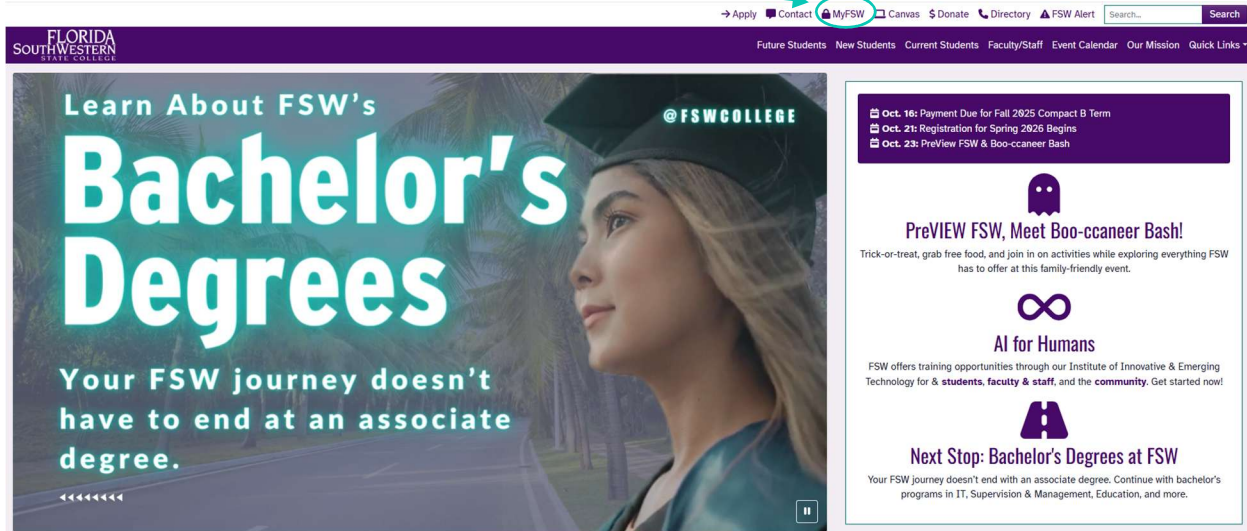
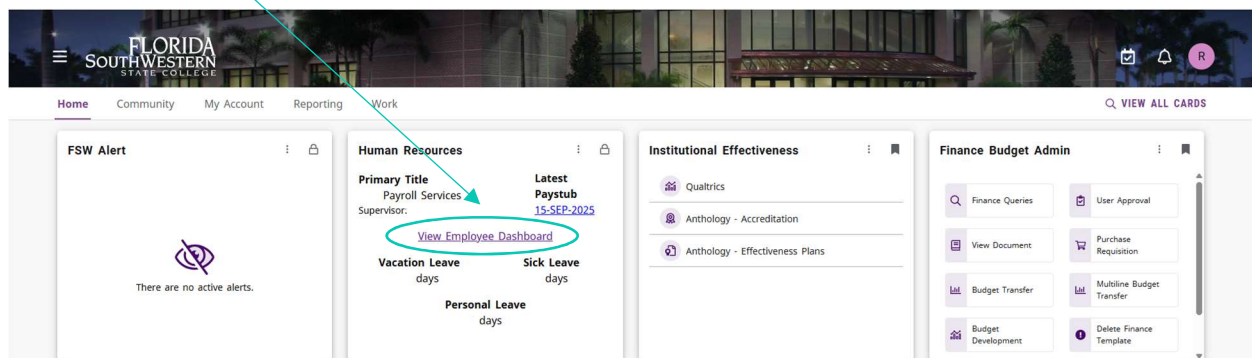


Using MyFSW employee self-service portal

Access the FSW home page then click on **MyFSW**



Click on **View Employee Dashboard**



From the **Employee Dashboard**, you'll be able to access:

- View **Leave Balances Information**
- Pay Information
 - View **Latest Pay Stub**
 - View and print **All pay stubs**
 - View and update **Direct deposit Information**
 - View **Deductions History**
- Earnings
 - View **Year to Date Earnings**
 - View **Earnings By Date Range**
 - View **Earnings By Position**
- Benefits
 - View **Current Summary**
 - View **Beneficiaries and Dependents**
- Taxes
 - View **Federal Tax Information**
 - View, print, and update **W-4 Employee's Withholding Allowance Certificate**

- View and update **Electronic Regulatory Consent**
- View **1095-C Employer Provided Health Insurance Offer and Coverage Statement**
- View and print **W-2 Wage and Tax Statement**
- View and print **W-2c Corrected Wage and Tax Statement**
- Job Summary
 - View **Job Information**
 - View **Earnings By Date Range**
- Employee Summary
- My Activities
 - **Request Time Off**
 - **Enter Leave Report**
 - **Enter Time** (hourly employees/non-exempt employees only)
 - **Approve Time** (approvers/supervisors only)
 - **Approve Leave Report** (approvers/supervisors only)
 - **Approve Leave Request** (approvers/supervisors only)

The screenshot displays the 'Employee Dashboard' interface. At the top, there is a navigation bar with the '@ellucian' logo and user settings. Below this, the 'Employee Dashboard' title is shown. The main content area includes a profile picture placeholder with 'My Profile' and 'My Team' buttons. To the right, 'Leave Balances as of 09/25/2025' are listed: Vacation Leave in days (43.00), Sick Leave in days (5.00), and Personal Leave in days (4.00). A 'Full Leave Balance Information' link is also present. On the left, a vertical menu lists 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, the 'My Activities' section contains buttons for 'Enter Leave Report' and 'Request Time Off', and a list of activities including 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', and 'Pay Stub Administrator'.

If you have any question, please contact the payroll department at payroll@fsw.edu