## Mississippi State University

## **Instructions to View Your Current Benefits**

Step 1: Visit the Website by clicking on the following link: <u>https://my.msstate.edu/</u>

Step 2: "Login" using your NetID and NetPassword

Step 3: Locate and Click on the "Banner" Button: On the website, you will find the "Banner" button under Apps & Services typically located on the left side of the screen



Step 4: Locate and Click on the "Employee Tab": On the website, you will find the "Employee" tab across the top and to the right of the screen.

Favorites	Search	Administrative	Personal Information	Students	Employe
+ Help					

Step 5: Locate and select "Employee Dashboard": On the website, you will find the "Employee Dashboard" under Employee Information on the right side of the screen.

	Favorites	Search	Administrative	Personal Information	Students	Employee
	ADMINISTRATIVE USERS			EMF	LOYEE INFORMATION	
				<ul> <li>☆ Employee Dashboard</li> <li>☆ Nine Month Faculty Pay Distribution Agreement</li> </ul>		
	☆ Verification Of Financial Aid			🕁 Employment Verificatio	ns	
				☆ View Your Account De	eta <mark>i</mark> l	
				🟠 View Your Billing Statement		
			☆ Child Tuition Remission Recertification			

Step 6: Under "Benefits" Drop Down (click on the "V" on the far right next to Benefits), select "Current Summary": On the website, you will find "Benefits" Dropdown under Pay Information. Then, click on the link to "Current Summary".

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Pay Information				*
Latest Pay Stub: 09/30/2024	All Pay Stubs	Direct Deposit Information	Deductions History	×.
Earnings				
Benefits				
Taxes				^
Pay Information				*
Latest Pay Stub: 09/30/2024	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				^
Benefits				*
Current Summary				
Taxes				^

Step 7: **Click on "Select":** You will be able to view your benefits as of the current date.

Considered To Develope:	
MM/DD/YYYY	
$\sim$	
Select	

Step 8: Click on the current plan link to scroll directly to the deduction **amounts:** You should now be able to access your benefit deductions.