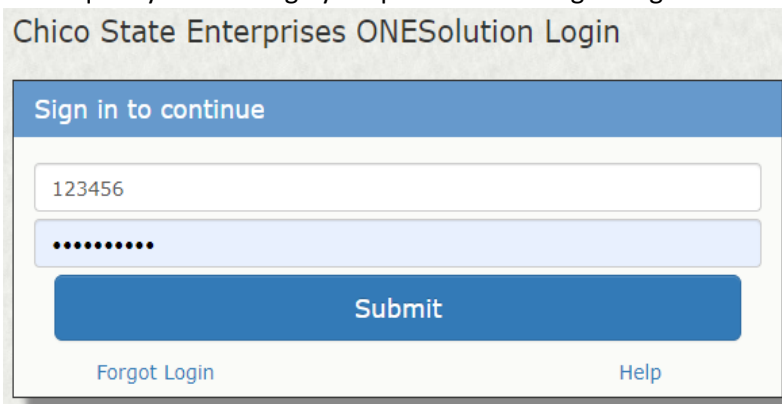# Employee Online Instructions

Chico State Enterprises (CSE) paystubs can be accessed through Employee Online 24/7/365. The Employee Online paystub history was effective starting May 2020. Please contact CSE HR if you need copies of prior pay history.  For added convenience, security and savings, CSE does not mail direct deposit paystubs.

CSE Employees can access Employee Online via the link below or by visiting the CSE Employee Resources webpage.  You do not need to be logged into ONESolution or have ONESolution access to be able to sign in.

Follow these steps to view your paystubs:

1. Copy and paste the link into your web browser. (Link may not work with all browsers. Chrome and Firefox work best.)
   https://cas-online-ons.aspgov.com/Finance/Edge/Login/Login.aspx

2. Enter your 6-digit CSE Employee ID number. Your default Password, if you have not logged in before, is your Social Security Number with no dashes. After you "Submit" Employee Online will require you to change your password and sign in again.
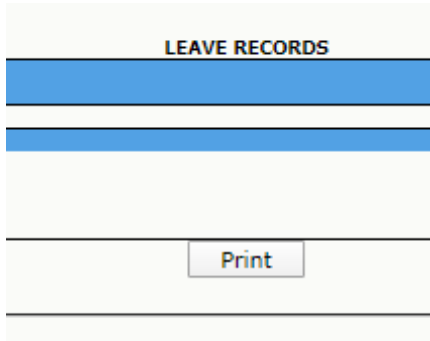


3. On the left navigation bar there is a subgroup called Pay Information, from that group select Check Stub.
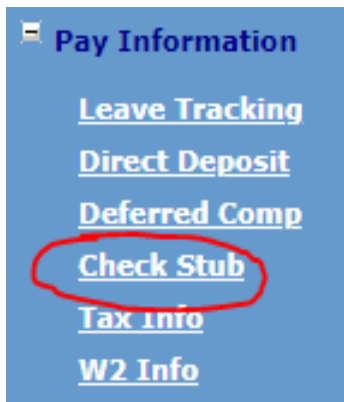


4. To select the paystub, click on the date that corresponds with the check date of the pay period. In most cases the check date is within 10 days after the pay period has ended.

5. If needed, you can print the paystub from the bottom of the page after selecting the check date.

**LEAVE RECORDS**

| Print |

If you need assistance, please contact the CSE payroll department at [csepayroll@csuchico.edu](mailto:csepayroll@csuchico.edu).