

# MoDOT & MSHP Electronic Pay Stub Step-by-Step Instructions

Log on to the secure Internet site: <https://peoplesoft.modot.mo.gov>

or click on the "Employee Self Serve" icon  on your desktop

Employee Self  
Serve

## Step 1



**Your User ID is the 6 digits noted in red from your Member ID on your Anthem Insurance card**

Enter your last 4 digits of your social security number as the password

Sign In

Member ID: **MGJ049877MOT**

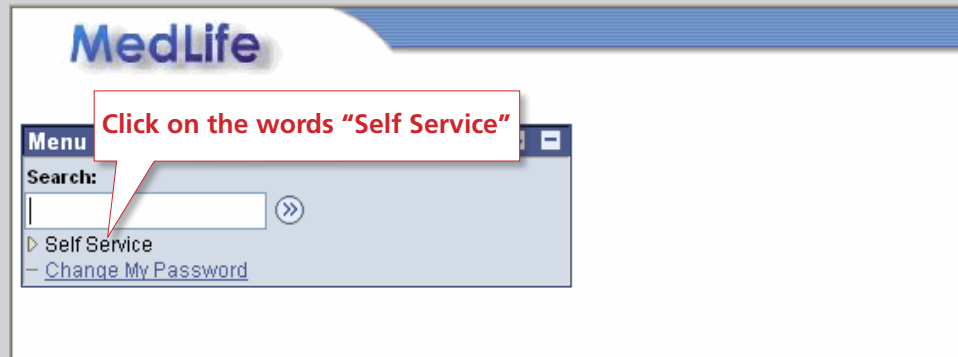
Group No  
Plan  
Rx Bin  
Rx PCN  
Rx Group  
Coverage(s)  
Pharmacy - Medical

Office Visit Specialist \$25  
Office Visit \$25  
For detailed benefit information including Deductible and Out of Pocket maximums, please visit anthem.com

BLUE ACCESS

PPO

## Step 2



**Click on the words "Self Service"**

Menu

Search:

Self Service

Change My Password

## Step 3

The screenshot shows the MedLife Self Service interface. At the top, there's a navigation bar with links: Home, Performance Trace, Add to Favorites, and Sign out. Below this is a 'Menu' section with a search bar and a list of options: Self Service, Personal Information, Payroll and Compensation, and Change My Password. The 'Payroll and Compensation' option is highlighted. To the right, the 'Main Menu >' section contains 'Self Service' information and two main links: 'Personal Information' and 'Payroll and Compensation'. The 'Payroll and Compensation' link is highlighted, and a red callout box points to the 'View Pay Check' link below it.

**Click on "View Pay Check"**

## Step 4

The screenshot shows the MedLife Payroll page. The left sidebar has a 'Menu' section with 'View Pay Check' highlighted. The main content area is titled 'STATE OF MISSOURI' and 'Payroll Advice Statement'. It includes fields for 'Pay Period End Date:' and 'Check Date:'. Below these fields, there are two links: 'View a Different Paycheck' and 'Print Friendly Version'. A red callout box points to the 'Print Friendly Version' link.

**To print your paycheck, click "Print Friendly Version"**

**Click here to view a different paycheck**

## Step 5

The screenshot shows the MedLife Paycheck Selection page. The left sidebar has 'View Pay Check' highlighted. The main content area is titled 'View Paycheck' and 'Select another pay stub to view'. Below this is a table with columns: Check Date, Check Number, Company, and Net Pay. The table lists four pay stubs for the State of Missouri. A red callout box points to the 'Sign Out' link in the top right corner.

**View Paycheck**

**Select another pay stub to view**

**Be sure to "Sign Out" when finished viewing pay stubs**

Check Date	Check Number	Company	Net Pay
2009-06-30	9000001	STATE OF MISSOURI	
2009-06-15	9000001	STATE OF MISSOURI	
2009-05-15	9000001	STATE OF MISSOURI	
2009-04-30	9000001	STATE OF MISSOURI	