

## How to Access Pay Advices through ODU Online

1. Go to ODU Online ([oduonline.ohiodominican.edu](http://oduonline.ohiodominican.edu))
2. Click “Log In”

**LOG IN** | [MAIN MENU](#) | [CONTACT US](#)

Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#).  
Please call the ODU Helpdesk at 614-253-3633, or toll free at 888-251-0773, if you need assistance. Thank you.

Search for Sections

**Welcome Guest!**

2020-2021 Course Catalog: [Click Here](#)  
2019-2020 Course Catalog: [Click Here](#)  
2018-2019 Course Catalog: [Click Here](#)  
2017-2018 Course Catalog: [Click Here](#)

3. Enter in your ODU username and password before clicking “Submit”

**Log In**

**User ID:**

**Password:**

Show Hint:

**SUBMIT**

4. Select “NEW! Colleague Self-Service”

Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#).  
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**Welcome [REDACTED]!**

2020-2021 Course Catalog: [Click Here](#)  
2019-2020 Course Catalog: [Click Here](#)  
2018-2019 Course Catalog: [Click Here](#)  
2017-2018 Course Catalog: [Click Here](#)

**NEW! Colleague Self-Service**

Students

Faculty

Advisors

Employees

WebAdvisor - Applicants

Search for Sections

5. This will open a new tab to the following menu and you will click on “Employee”:

The screenshot shows the ODU Self-Service interface. At the top is the Ohio Dominican University logo and navigation icons. Below the header, it says "Hello, Welcome to ODU Self-Servi..." and "Choose a category to get started." There are six menu items arranged in a 3x2 grid:

- Financial Aid**: Here you can access financial aid data, forms, etc.
- Student (1098T) Tax Information**: Here you can change your consent for e-delivery of tax information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. (This option is highlighted with a red border.)
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.

6. The following screen will appear and you will click on “Earnings Statements”:

The screenshot shows the ODU Employee Self-Service interface. At the top is the Ohio Dominican University logo and navigation icons. Below the header, it says "Employment" and "Employee Overview". A blue banner contains the text: "Questions for Human Resources? Click [HERE](#) to schedule a meeting." Below this, it says "Welcome to ODU Employee Self-Service!". There are two menu items arranged in a 1x2 grid:

- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Earnings Statements**: Here you can view your earnings statement history. (This option is highlighted with a red border.)

7. Select the pay date that you would like to view and it will download the statement as a PDF onto your computer