Logging in to the HR/Payroll System

**Note:** The preferred internet browsers for accessing the HR/Payroll system are Internet Explorer or Safari for Mac users.

1. Go to the portal at [my.pomona.edu](http://my.pomona.edu)

2. From the right side of the screen select “My HR Info”.

3. If you are on campus, please skip to step 4.
   If you are off campus, you will receive the following prompt. Please enter your user name as: CAMPUS\your network user name (example: CAMPUS\abc04747). Your password will be your normal network password. Then select “OK”.

4. At the New User Activation screen please enter the requested security information in the specified format and select “OK”.

   **Format Requirements:**
   - Date of Birth: mm/dd/yyyy
   - SSN: Full social with no dashes
   - Last Name: Your full legal last name
5. Once your information has been successfully verified you will receive the following confirmation screen. Select “OK”.

![New User Activation](image)

6. You will receive an e-mail from “Intersourcing NoReply@Intersourcing.com” with a subject of “Account activation”. Click on the link within the e-mail to launch the HR/Payroll System.

![Email](image)

7. You will only need to complete the above New User Activation steps once. Going forward when you select the My HR Info link from the portal on campus, it will automatically launch the HR/Payroll system.
Viewing Your HR/Payroll Information

1. Once logged into the HR/Payroll System select “Current Pay Stub” to view your most recent pay stub.

   ![Current Pay Stub Image]

2. Selecting “Pay History” will allow you to see all of your pay stubs for 2013 going forward.

   ![Pay History Image]

**Note**: If you need to see a pay stub from 2002 - 2012, please visit the “Finances” section of the portal.

   ![Finances Image]
3. You may also hover your mouse over the “Myself” tab for a drop down list to view other information such as Address, Job Summary, Direct Deposit, Benefit information etc.