Step 1 – Click on UTShare link from UTSA home page, within myUTSA.

Step 2 – Identify The University of Texas at San Antonio as your institution. You may enter UTSA, SAN, or The University of Texas at San Antonio.
Step 3 – Login with your network ID and passphrase.

Enter your myUTSA ID and Passphrase

myUTSA ID

Passphrase

Forgot/reset passphrase?

Log In

For security reasons, please exit your Web browser and/or log out especially if you are using a public computer or kiosk.

Step 4 – Click on View Paycheck
Step 5 – Click on View Paycheck to open your paycheck. Adobe Acrobat viewer is required.

Select to view one payment at a time.

If you have having issues opening documents or links in ESS, review Opening or Downloading Documents in ESS document for a list of solutions. This document is located in the Payroll Office home page, www.utsa.edu/payroll/.

End of instructions.