

# Chadron State College

## Bi-Weekly Payroll Information

### Paystubs:

Access paystubs at <https://firefly.nebraska.edu>

Login information is the same as MyCSC

Click on Employee Self Service Tab (ESS)

Click “**Paycheck Inquiry**” – shows most recent paystub

**Bi-weekly employees are encouraged to sign-up for the electronic W-2 through Firefly aka Employee Self Service. Click on the W-2 Form Tile to enroll.**

Bi-weekly employees who separate prior to December 31 will automatically be mailed a printed W-2 to the permanent address in ESS in January.

*Bi-Weekly payroll has a two-week lag and paydays are every other Thursday –*

### Addresses:

Please review & maintain addresses under  
“Address & Emergency Contact”

Note: Address changes in Firefly - ESS **do not change** MyCSC; and address changes in MyCSC **do not change** Firefly-ESS, please maintain **both** with your most current address/contact info.

**Changes through ESS for bank information or W-4 are date driven and will affect the current or next payroll**