

### Accessing your paystubs through Gothicnet:

1. Go to [gothicnet.nicu.edu](http://gothicnet.nicu.edu) and sign in using your username and password.
2. Located on the left side of the page, click My Finances.
3. Click View Paycheck.
4. Answer the security question and click Submit.\*
5. To view a specific paycheck, click View Paycheck next to the corresponding date you wish to view. You may view it or print it from there.

### Accessing your W-2 through GothicNet:

1. Go to [gothicnet.nicu.edu](http://gothicnet.nicu.edu) and sign-in using your username and password.
2. Located on the left side of the page, click My Finances.
3. Click View W-2/W2c Forms.
4. Answer the security question and click submit.\*
5. To view your w-2, click on Year End Form next to the corresponding year you wish to view. You may view or print it from there.

#### NOTE:

- You must have your pop-up blocker disabled in order to view your paystubs.
- \*If you fail the security question 3 times you will be restricted from trying again for 24 hours. Please ensure that you answer carefully and correctly.
- If you have any questions, please contact the Payroll department at 201-200-2357.
- For technical questions, you may contact the ITS department at 201-200-3350.