University Employees access electronic Pay Stub information by selecting the “Past Paychecks” option on VIP, USC’s Visual Information Processing System.

To access VIP, open the computer browser and go to the internet address https://VIP.SC.EDU.

[USER NOTE: If the VIP address is not bookmarked as a favorite, at the top left of the browser screen, select the option “File”, then select Open, and type in the address below: https://VIP.SC.EDU.]

Move the cursor to the “LOGIN TO VIP” option located in the middle of the screen and click the left mouse button to proceed to the login screen.

On the USC ID/PIN LOGIN tab, fill out step 1 and 3, then click the login button in step 4.

Note: If VIP login fails due to PIN-related errors (invalid or deactivated PIN messages display,) contact Human Resources at 777-3111 for assistance.

For other VIP related problems/issues, contact the University Technology Services (UTS) help desk at 777-1800 for assistance.

After successfully logging into VIP, general information about the VIP ID will appear on screen.

To proceed to VIP, Click the option “I’ll do this later, take me to VIP”.

[USER NOTE: The option to proceed to VIP may appear slightly different than the example shown on the right due to message updates made by UTS.]
The VIP Main Menu will display.

Move the cursor to the “EMPLOYMENT” option and click the left mouse button to select.

The EMPLOYMENT MENU will display.

Move the cursor to the “PAST Paychecks” option and click the left mouse button to select.
The Paycheck History page will automatically display the on-line pay stub for the last pay date paid.

To review the pay stub for a specific pay date,
1) Click the down arrow button located to the right of the "Select a pay date" window,
2) Select the date from the list that displays,
3) And be sure to click the button to display the specified pay stub. (Otherwise, the previous stub continues to display).

OR

click << Previous to automatically move to the previous pay date stub, or >> Next to automatically move to the next pay stub.

NOTE: Pay stubs for the past 18 months can be retrieved and printed from VIP.
The pay stub is designed to print on a single page as shown on the right. (The printout may require two pages if there is a long list of deductions on the e-stub.)

Employees can print the stub and furnish to lending organizations when official pay information is required for loan and/or other purposes.

If the on-line pay stub does not print as expected, contact your department computer technician OR the University Technology Services (UTS) help desk at 777-1800 for assistance.

Reminder: The electronic pay stub reflects the payment amount at the time of deposit to your banking institution. The University of South Carolina continues to reserve the right to recall or adjust any deposits improperly created and deposited to an employee.