

1. For Benefits info, visit [www.tnstate.edu](http://www.tnstate.edu) then click on:
  - a. ACCESS
  - b. MyTSU
  - c. Under the 'Staff Applications' heading, choose 'Banner Services'
  - d. Employee
  - e. Benefit Summary
  - f. Health Benefits
  - g. Please note that 'Beneficiaries & Dependents Information' is not for life insurance or retirement
  
2. For Payroll info, visit [www.tnstate.edu](http://www.tnstate.edu) then click on:
  - a. ACCESS
  - b. MyTSU
  - c. Under the 'Staff Applications' heading, choose 'Banner Services'
  - d. Employee
  - e. Pay Information
  - f. Pay Stub
    - i. Display