

CyberBear Instructions

To view your pay information online go to <http://cyberbear.umt.edu/> on the University of Montana Missoula site. Click on the “**LOGIN TO CYBERBEAR**” box. Click on the “**What’s My Net ID**” and a screen will pop up for you to fill in your last name and birth date. The system will then generate your NetID, which will be the first initial of your first and last names, six randomly assigned numbers followed by an “e” (ex: John Doe’s net ID will be jd654321e). Go back to the CyberBear login screen, enter your newly assigned NetID and enter the password, which for the first time is the last 6 digits of your employee ID number (ex: 790XXXXXX). Your employee ID number is available from the Payroll Office.

Once you are in your account click on **Employee** and then **All Pay Stubs**. Available is a breakdown by pay period...pay information is available back to July 1999.

To get to a printable W-2 statement, log into CyberBear, click on **Tax Forms**, click on **W-2 Year End Earnings Statement**, select **Tax Year** and **Univ of Montana - Western** then click on **Display**.

Do not print the first screen that comes up – at the bottom of the screen there is a button that says “**Printable W-2**”. When “Printable W-2” is clicked a printable version of the W-2 will appear. Click on your computer print button and you will then have a usable version of the W-2 form.

To view your leave balances, click on **Employee** and then **Full Leave Balance Information**.

If you have questions concerning the direct deposit earnings statement or need help getting to the site, please call – 7010 or email me at patricia.lake@umwestern.edu. If you need help with your password, you will have to contact the UM Missoula Help Desk at 406-243-4357.