



Accessing Paystubs and W2

You can access your paystubs online through CyberBear (this is the University of Montana's website which houses our digital employment records). You can access CyberBear here:

<https://cyberbear.umt.edu/>.

Below the "Login To CyberBear" button it asks if you are "New to Cyberbear?" and then says, "For instruction, [click here](#)." You will need to use the [NetID lookup](#) to find your NetID which works as your username. The last 6 digits of your Employee ID (which is independent from your Montana Tech Student ID) will work as your temporary password. Please contact the Payroll office for your Employee ID. Note: if you have ever logged on in the past (either as a UM student or an employee) your password may be different and you can follow prompts to retrieve it.

Once you have retrieved your login information, you may login. Paystubs are located under "Employee" then "All Paystubs". Remember to click the "printer friendly" button if you plan to print a paystub so it will display nicely on the printed page.

W-2's are located under "Employee" then "Taxes". Remember to click the "printer friendly" button if you plan to print a W-2 so it will display nicely on the printed page.