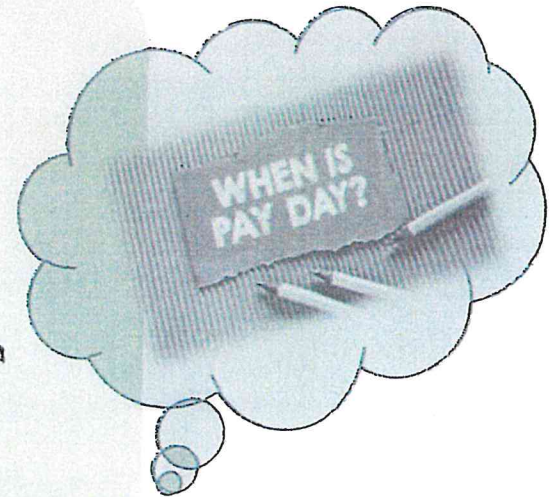


Welcome to Montana Tech!

LEARN HOW OUR PAYROLL & TIMECARD SYSTEM WORKS



- ➔ Montana Tech employees are paid biweekly
- ➔ Payday is on alternate Wednesdays, 12 days after the end of the pay period
- ➔ Pay periods are two weeks in length and extend from Saturday to Friday
- ➔ When payday falls on a holiday, pay distribution will occur on the day before
- ➔ Paystubs can be accessed in Cyberbear; [CyberBear \(umt.edu\)](http://umt.edu).



Time and leave information are submitted through an electronic portal called Etrieve.

Etrieve timecards can be accessed through MyMTech, <https://my.mtech.edu/>, and then Administrative Services.

➔ Timecards are color coordinated depending on position.

CLASSIFIED
STAFF

PROFESSIONAL
VARIABLE
FUNDING

TEMPORARY
EMPLOYEE

FACULTY/
SALARIED
CONTRACT
PROFESSIONAL

HOURLY
CONTRACT
PROFESSIONAL

Detailed timecard instructions can be found on MyMTech, under Administrative Services; <https://my.mtech.edu/MTech/Administrative-Services>