Pay Stubs & Employee Information

To view your pay stubs and employee information, go to DORI - https://portal.duq.edu and follow the steps below.

1) Login using your Duquesne email (without the "@duq.edu") - if it is your first time logging in, you'll click “forgot password” to create the account. Don’t know your username? Typically, it is your last name and first initial. Ex: John Smith = smithj@duq.edu. To verify your username, contact the office of Human Resources (412) 396-2255 hrservices@duq.edu.

2) Once logged in, click “Self Service Banner” (top left of the screen). The Main Menu will appear.
3) To view or update your employee information, click on “Employee”.

4) Here you can select from a variety of employment information. To view earning history, direct deposit information, and pay stubs click on “Pay Information”.
5) To view your paycheck history, click “Pay Stub”, select the appropriate year and click “Display”.

6) Your entire paycheck history for the selected year will appear. Click on a pay stub to view the detail of taxes, deductions and net pay.