Where is your pay stub? Find it online.

Employees who participate in direct deposit will find their pay stub online.

ePaystub All employees with an Outlook user ID, password, and employee ID can access and view their pay stubs from the convenience of any computer with Internet access.

You can
- ❏ View your pay stub prior to payday—typically 3 days earlier.
- ❏ Review leave balances.
- ❏ See reported hours for workshops, training, extracurricular activities, and overtime.
- ❏ Verify time reported and paid by day and assignment.
- ❏ Review information from three years prior to the current pay date.
- ❏ Print your ePaystub at any time.
- ❏ Access and view your pay stub from the convenience of any MCPS or home computer (with the proper Internet browser and Adobe software—free from www.adobe.com).

ePaystub requires you to utilize your unique Outlook user ID and password. Please do not share your MCPS login information.

Where do you begin?

ePaystub links are available under the main staff tab of the MCPS Web site (under Most Requested) or from the Employee and Retiree Service Center (ERSC) Web site. A tutorial and frequently asked questions also are available on the ERSC Web site.

www.montgomeryschoolsmd.org/departments/ersc/e_paystub.shtm

Need Help?

Employees having trouble accessing ePaystub or needing to retain or recover their user ID or password should contact the Help Desk at 301-517-5800. Employees with additional questions about ePaystub may contact ERSC at 301-517-8100 or via e-mail at ERSC@mcpsmd.org.

See reverse side for additional information.

If you do not have a home computer or a regularly assigned PC –

you should ask your supervisor and/or director to help you locate an available PC. Additionally, several computers are available for employees in the lobby of the Employee and Retiree Service Center (ERSC) from 7:30 a.m. to 5:00 p.m., Monday through Friday.

Your *ePaystub* information has been secured at three levels.

1. Data are maintained on a secure server and all *ePaystub* data transmissions are encrypted.

2. Access to your *ePaystub* requires your unique Outlook User ID and a secure password.

3. Before the electronic pay stub document can be opened, you will be asked to enter the electronic pay stub document password (your employee ID number).

What do I need to do to access *ePaystub*?

- Know your Outlook ID, password, and employee ID.

- Visit *www.montgomeryschoolsmd.org/ departments/ersc/e_paystub.shtm*.

- Take the tutorial and review the Frequently Asked Questions document located on the *ePaystub* welcome page.

- Have a current version of Adobe Acrobat Reader installed on your home or work computer to access *ePaystub*.

- Enjoy unlimited access to your payroll information!

All data transmissions between your computer and the MCPS server are encrypted and secure.

SEE ME ONLINE

					Social Security Number	Distribution Location	Sick Bank Member	Payment Number
	Montgomery County Public Schools Employee Name					12	MCCSSE	0369
Employee ID Number					State Allowances	Additional State Tax	1990 Advance Owed to MCPS Upon Termination / Retirement	
11000	Payment Date	Marital Status	Federal Allowances	Additional Federal Tax	01	01		

Pay Period Dates Start	End	Payment Date					Taxes And Other Deductions	
09/02/06	09/15/06	09/29/06				Description	Current	CYTD

	Earnings / Adjustments					Taxes And Other Deductions
Description	Hours	Rate	Amount	CYTD		
Regular	60.00	000				Description
Sick	12.00	000				Fed Tax
Personal	8.00	000				FICA Med
Exs Life						FICA OAS
Annual						MD Tax
Prem OT						Mont Co
						UHCStd
						Base Pen
						Supl Pen
						FSA Med
						VALIC
						Vision
						Caremark
						PPO Den
						UCOMFUND
						MCCSSE
						PAC
						Life

TOTAL EARNINGS
FEDERAL TAXABLE

TOTAL DEDUCTIONS

Available Leave (in hours)		Earned Leave (in hours)	
Description	Available	Description	Earned
ANNUAL		ANNUAL	
SICK		SICK	
PERSONAL		PERSONAL	

Gross Pay:
Less Pretax Deductions:
Less Taxes:
Less Deductions:
NET PAY

Message

...eliminate paper pay advices for all employees who participate in direct ...me familiar with ePaystub prior to the elimination of