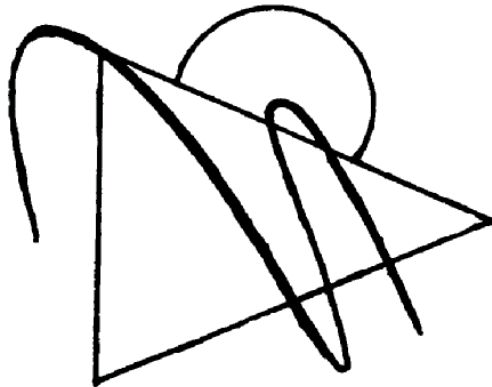


# Pay Stub On-line

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- II. To Register
- III. Log In
- IV. Forgot Password
- V. Direct Deposit Pay Stubs
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- VII. Change Password
- VIII. Troubleshooting
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**Systems Utilization**

**San Diego County Office of Education**

## I. BEFORE LOGGING ON

**Payroll Stub:-** Before logging onto the Pay Stub On-line system for the first time, please have available one of your prior payroll stubs. A prior payroll stub will contain your employee identification number, a warrant number and corresponding issue date, all of which you will need to complete the self-registration process.

Supt of Schools San Diego Co				Period Ending		Issue Date		Pay Cycle		Warrant Number		Loc	
				07-31-2008		07-31-2008		M01		N215072		308	
Employee Name										Employee No.		Social Security No.	
MICHAEL, OTEY										180-033		XXX-XX-XXXX	
Federal Tax Information				State Tax Information				Year-to-Date Totals					
M/S	ALLOW	EIC	EXTRA AMOUNT	M/S	ALLOW	EX.AL	EXTRA AMOUNT	GROSS		TAXABLE GROSS			
S	0			S	0			24,671.35		23,077.03			
GROSS PAY						DEDUCTIONS							
DESCRIPTION	UNITS	TIME	RATE	AMOUNT	DESCRIPTION	AMOUNT	YTD AMOUNT						
BASE	MO		3387.00	3387.00	SOC SEC	209.99	1529.62						
					MEDICARE	49.11	357.73						
					FED W/H TAX	441.81	3333.26						
					STATE TAX	96.77	750.80						
					*PERS	227.76							
					ACH DEPOSIT	2361.56	16885.12						
TOTAL GROSS PAY				3,387.00	TOTAL DEDUCTIONS		3,387.00	22,856.53					
*TAX SHELTERED DEDUCTIONS				227.76									
TAXABLE GROSS				3,159.24									

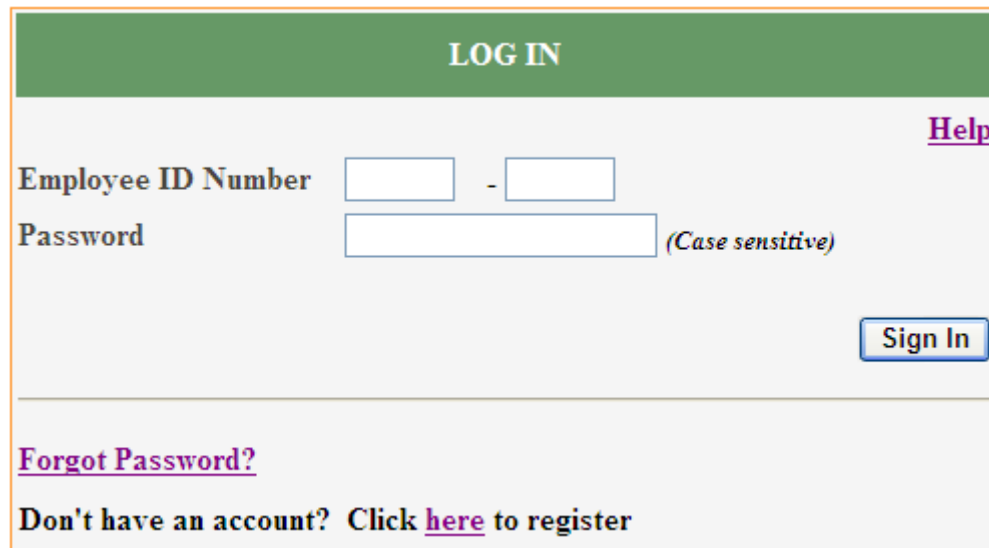
**Navigation Tip:** For ease of use and to simplify screen navigation, we recommend that you maximize your window screen size when using the Pay Stub On-line system. This will permit you to fully view each screen. Without maximizing your window screen size you may find it necessary to scroll down to view the bottom portion of an individual screen or to access the function tabs.

**Help Hyperlinks:** Help information specific to each screen is always available by clicking on the **HELP** hyperlinks located in the upper right hand corner of each screen.

**Time Out:** As a security feature, the Pay Stub On-Line system, will automatically log you off the system after 20 minutes of inactivity. You will need to log in again to resume using the system.

## II. TO REGISTER

The **LOG IN** screen is the first screen to display when accessing the Pay Stub On-Line System. As a first time user, direct your attention to the last line, which asks, “**Don't have an account? Click [here](#) to register**”. The word [here](#) is a hyperlink. Click on the hyperlink, and the **EMPLOYEE SELF-REGISTRATION FOR ONLINE PAYSTUBS** screen will display.



The screenshot shows a login interface with a green header bar containing the text "LOG IN". Below the header, there is a "Help" link in purple. The main form area contains two input fields: "Employee ID Number" with two separate boxes separated by a hyphen, and "Password" with a single box and the text "(Case sensitive)" to its right. A "Sign In" button is located at the bottom right of the form. Below the form, there is a horizontal line, followed by a "Forgot Password?" link in purple. At the bottom, the text "Don't have an account? Click [here](#) to register" is displayed, with "here" being a purple hyperlink. A large grey arrow with a white outline points from the left towards the "here" link.

Use the **Employee Self-Registration for Online Paystub** screen to complete the one-time registration process. Each of the nine fields is required.

**EMPLOYEE SELF-REGISTRATION FOR ONLINE PAYSTUB**

*(Note: All fields are required)* [Help](#)

**Employee ID Number:**  -

**Date of Birth:**

**Middle Two Numbers of Your SSN:**

**Pay Stub Warrant Number:**

**Pay Stub Issue Date:**

**Email Address:**

**Re-type Email Address:**

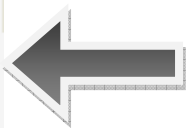
  

**Password:**

**Re-type Password:**

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Go to [Login](#) page.



**To register enter:**

- 1. Your six-digit employee identification number.** If you do not know your employee identification number, refer to your payroll stub. The employee identification number is located at the top of the stub, to the right of your name.
  
- 2. Your date of birth, used for security verification purposes.**

3. **The middle two-digits of your social security number** also used for security verification. Please note that for your security, the middle two-digits of your social security number are masked from the screen and will not display.
4. **The pay stub warrant number**, which can be found on your payroll stub. It is the six-digit numeric or seven-digit alpha/numeric number, found at the top right hand corner of the payroll stub.
5. **The pay stub Issue date**, found on your payroll stub. It is located at the top, center of your payroll stub.
6. **Your email address**. Your email address will be used to send you a temporary password, in the event you forget your password.
7. **Re-type your email address** to verify accuracy.
8. **Your password**. Your password may be from one to eighteen characters in length. We suggest that you use a password of at least six characters in length and a combination of alpha, numeric and symbol characters to create a secure password.
9. **Re-type your password** to verify accuracy.
10. **Click on the Register tab**, located at the bottom right hand corner of the screen, to complete the one-time registration process.

If desired you may click on the **Clear Page** tab, located at the bottom left hand corner of the screen, to remove all information from the form and begin again.

After submitting your registration, you will receive the message **“Your login account has been created. You can login the system and view your paystubs.”**

If required information is missing, red asterisks will appear next to the blank field. If the information provided cannot be verified and your login is not accepted, you will receive the message **“The System was unable to create your login account.”** You may verify your information and reattempt to register.

After successfully registering, direct your attention to the bottom of the screen, you will note the message, **“Go to Login Page”**. The word Login is a hyperlink, click on the hyperlink and the **LOG IN** screen will display.

### III. LOG IN

The **LOG IN** screen is the first screen to display each time you access the Pay Stub On-line System.

**LOG IN**

[Help](#)

Employee ID Number  -

Password  (Case sensitive)

[Forgot Password?](#)

Don't have an account? Click [here](#) to register

To Log in:

1. Enter your six-digit Employee ID Number.
2. Enter your Password.
3. Click on the **Sign In** tab, located at the bottom right hand corner of the screen.

The **DIRECT DEPOSIT PAY STUBS** screen will display.

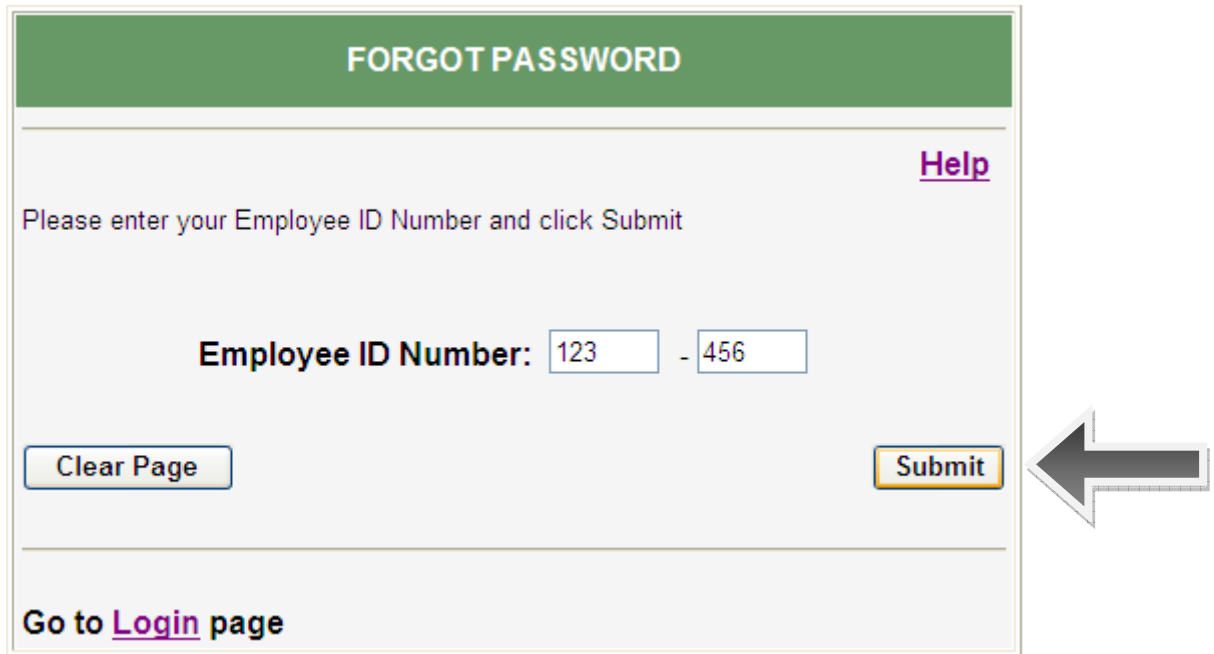
If your login is not accepted, you will receive the message **“Unable to look up your account information. Please make sure your login ID and/or password are correct.”** If you are a first time user, you must complete a one-time registration. Direct your attention to the last line which asks’ **“Don’t have an account/ Click here to register”**. The word **“here”** is a hyperlink, click on the hyperlink and the **EMPLOYEE SELF-REGISTRATION FOR ONLINE PAYSTUBS** screen will display.

If you have forgotten your password, click on the **Forgot Password?** Hyperlink in the bottom left hand corner of the screen and request a new temporary password.

You may make five attempts to enter the correct password. After five attempts, you will receive the message, **“You have reached the maximum number of login attempts, please go to the FORGOT PASSWORD page, and request a temporary password”**.

## IV. FORGOT PASSWORD

If you have forgotten your password, you may request a temporary password from the **FORGOT PASSWORD** screen.



**FORGOT PASSWORD**

[Help](#)

Please enter your Employee ID Number and click Submit

Employee ID Number:  -

Go to [Login](#) page

**To obtain a new temporary password:**

- 1. Enter your six-digit Employee ID number.**
- 2. Click on the Submit tab**, located at the bottom right hand corner of the screen. The system will send a new temporary password to your email address on record, and provide the message, **“Your login information has been sent to this email address:”**

If an invalid Employee ID number is entered, you will receive the message **“The system was unable to find your registration record. Please register and try again”**.

When signing on with a temporary password, the system will immediately prompt you for a new password.

## V. DIRECT DEPOSIT PAY STUBS

The **Direct Deposit Pay Stubs** screen will display a listing of your current calendar year-to-date pay stubs.

<input type="checkbox"/>	IssueDate	WarrantNumber	View Pay Stub	Pay Stub Status
<input type="checkbox"/>	12-19-2008	N412282	<a href="#">View</a>	
<input type="checkbox"/>	11-26-2008	N370364	<a href="#">View</a>	
<input type="checkbox"/>	10-31-2008	N328671	<a href="#">View</a>	
<input type="checkbox"/>	9-30-2008	N287591	<a href="#">View</a>	
<input type="checkbox"/>	8-29-2008	N248500	<a href="#">View</a>	

1. **To view an individual paystub click on the VIEW hyperlink.** Pay stubs are listed in issue date order beginning with the most current date. By clicking on the headers, the list can be sorted by issue date, warrant number, or pay stub status, in either ascending or descending order.

To request paystubs for specific time periods you may enter dates in the **FROM** and **TO** date fields, and click on the **List Pay Stubs** tab. A listing of all paystubs within the date range will display. Paystubs prior to 2009 are not available on line. Canceled warrants are listed and identified as canceled, but cannot be viewed. If you work multiple school districts, a dropdown box will appear and allow you to select the desired district.

2. **To view multiple paystubs, select multiple checkboxes or select all paystubs, then click on the LIST SELECTED PAY STUBS** tab at the bottom of the screen. All paystubs selected will display in one file, you may scroll down to view each pay stub.



**3. Paystubs may be printed or saved as a document file.** Paystubs are viewed as an Adobe PDF Document. Using the Adobe Reader toolbar, the document may be printed or saved. Close the Adobe Reader to return to the Pay Stub On-line system.

## VI. CHANGE EMAIL ADDRESS

Pay Stubs   **Change Email Address**   Change Password   Troubleshooting   Sign Out

### CHANGE EMAIL ADDRESS

[Help](#)

Current email address:

New email address:

Re-type New email address:

To change your email address:

1. Enter your current email address.
2. Enter your new email address.
3. Re-type your email address for verification.
4. Click on the **Change Email Address tab** on the lower right-hand corner of the screen.

If the Current email address entered cannot be verified with the email address on record, you will receive the message: **“The current email address you entered doesn’t match with the email address you used to register”**.

The **Clear Page** tab on the lower left-hand corner of the screen can be used at any time to clear the screen of any input data.

## VII. CHANGE PASSWORD

Pay Stubs   Change Email Address   **Change Password**   Troubleshooting   Sign Out

**CHANGE PASSWORD**

[Help](#)

Current Password:

New password:

Re-type New Password:

**To change your password:**

- 1. Enter your current password.**
- 2. Enter your new password.** Your password may contain up to eighteen characters. We suggest that you use a password at least six characters in length and a combination of alpha, numeric, and symbol characters to create a secure password.
- 3. Re-type your password** for verification.
- 4. Click on the Change Password tab** on the lower right-hand corner of the screen.

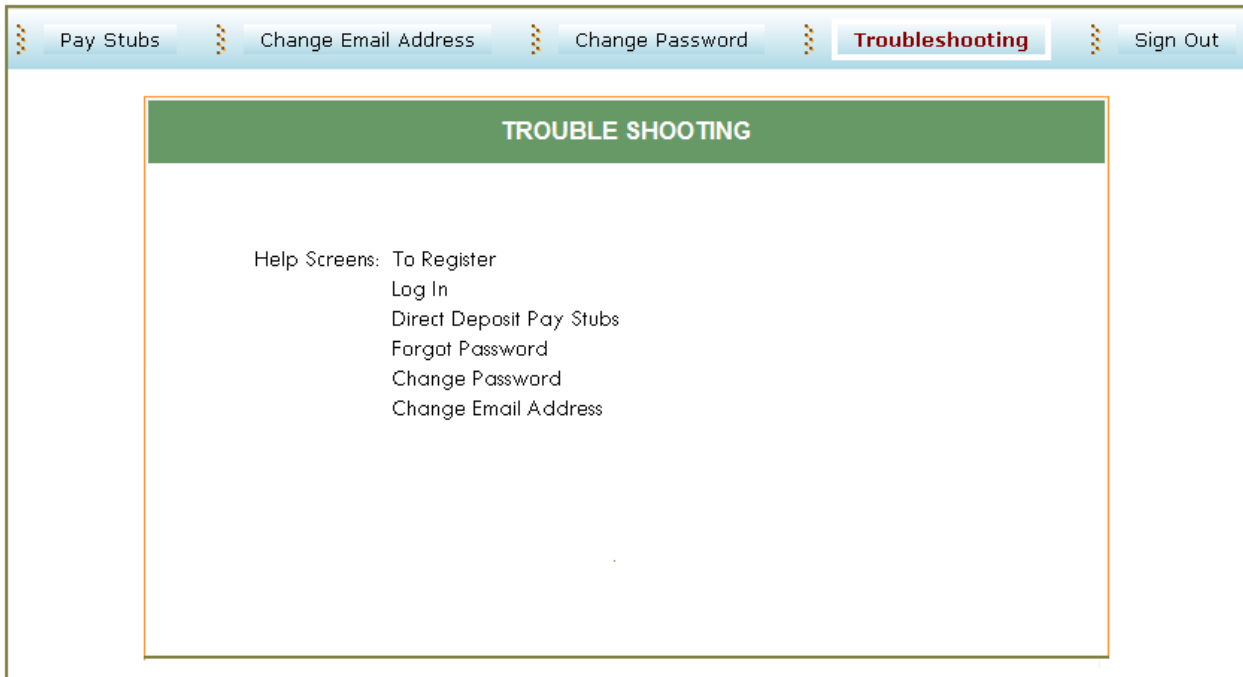
When the password is successfully changed, you will receive the message, **“Your password has been changed.”**

If the current password entered cannot be verified with the password on record you will receive the message: **“The system cannot change your password. Please try again or contact your district administration office.”**

The **Clear Page** tab on the lower left-hand corner of the screen can be used at any time to clear the screen of any input data.

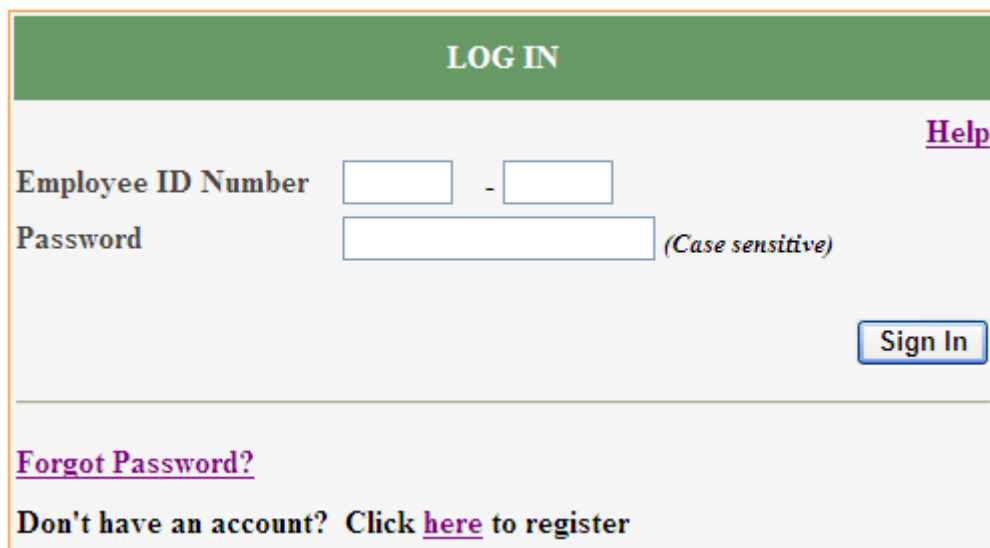
## VIII. TROUBLESHOOTING

Click on the **Troubleshooting** tab to display the help information, also available from the individual HELP hyperlinks on each screen.



## IX. SIGN OUT

Click on the **Sign Out** tab to log off the system and return to the initial **LOG IN** screen.



The screenshot shows the "LOG IN" screen with a green header. Below the header, there is a "Help" link in purple. The form contains two input fields: "Employee ID Number" (with two separate boxes separated by a hyphen) and "Password" (with a single box and the note "(Case sensitive)"). A "Sign In" button is located to the right of the password field. Below the form, there is a "Forgot Password?" link in purple and a message: "Don't have an account? Click [here](#) to register".