## Access and view Pay History through Employee Portal





Made with Scribe - https://scribehow.com

**3** Use your Employee FIS login and click "log in!". (Your log in should be your lastname and first initial and the password would have been provided to you in an initial email. If you are unsure of your password, please choose "Forgot your password?")

em	INTERMEDIATE UNIT
Billing and Tax Collection.	C== Login
ther seamlessly to give you maximum flexibility and control over all	
	Password
	Forgot your Password?
fersion 3.0.6.0	

## 4 Click "Staff Portal"

ged in	n as:										
My	Page	Staff F	Portal								
feren	ices										
me :	> My Pa	ge > Edit									
Edi	t Prefere	nces									
			U	sername	STONERL						
			Midd	le Name	ELIZABETH						
			Email	Address	Contact H	R Departme	ent to cha	nge email a	ddress		
			* Applicat	ion Style	Menu on	Left	ine to chu	<ul> <li>✓</li> </ul>	duress.		
		Abser	nce <mark>Calend</mark> ar V	iew Style	Monthly	~					
		1									
Per	IODIC EM	all Notificatio	ns								
	Туре	Frequency	Start Time	Last Time I	Email Sent						
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## Click "My Information"

Financial Information System		
ed in as		
My Page Staff Portal		
nformation		_
Announcement	Attachment	
Welcome to the Employee Portal. Attached is a learning guide to help you navigate through the portal.		
🛛 🔄 Page 1 of 1 🕨 🕅 🧬 Rows Per Page: 10 🗸		

## Click "Pay History"

	on System						
Logged in as: stonerl							
My Page Staff Portal							
My Information							
Home > Staff Portal							
My Information	Demographics	Contact Information	Direct Deposit	Deductions	Taxes	Insurances	Clear
My Information		Name:					
Pay History	Last:						
Salary Wage Information	Middle:						
Timesheet Information							
		Address 1:					
		City:					
		ZIP:					
		Birth Date:					
		Marital Status:	Single				
		Email Address	stoneri@udasd.org				

7 Click the check number with the corresponding pay date you want to view.

- Run Options		
	Name:	
		I consent to receive my Form W-2 electronically in I understand I will not receive a paper Form W-2
	* Year: 2023 V	
	Pay Date Check #	
	10/13/2023	
	09/29/2023	
	09/15/2023	
	09/01/2023	
	08/18/2023	
	08/04/2023	
	07/21/2023	
	07/07/2023	
	06/16/2023	
	06/02/2023	
	05/19/2023	
	05/05/2023	

A new tab will open with your paystub information that you can download and print.

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