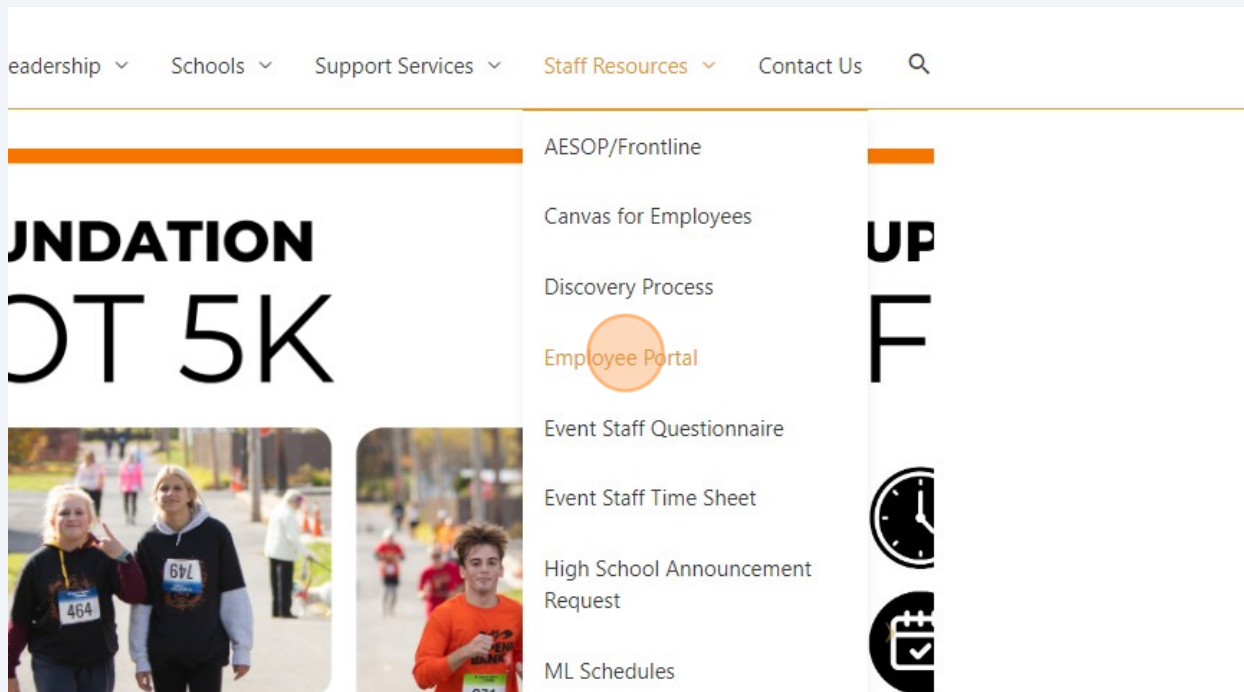


Access and view Pay History through Employee Portal

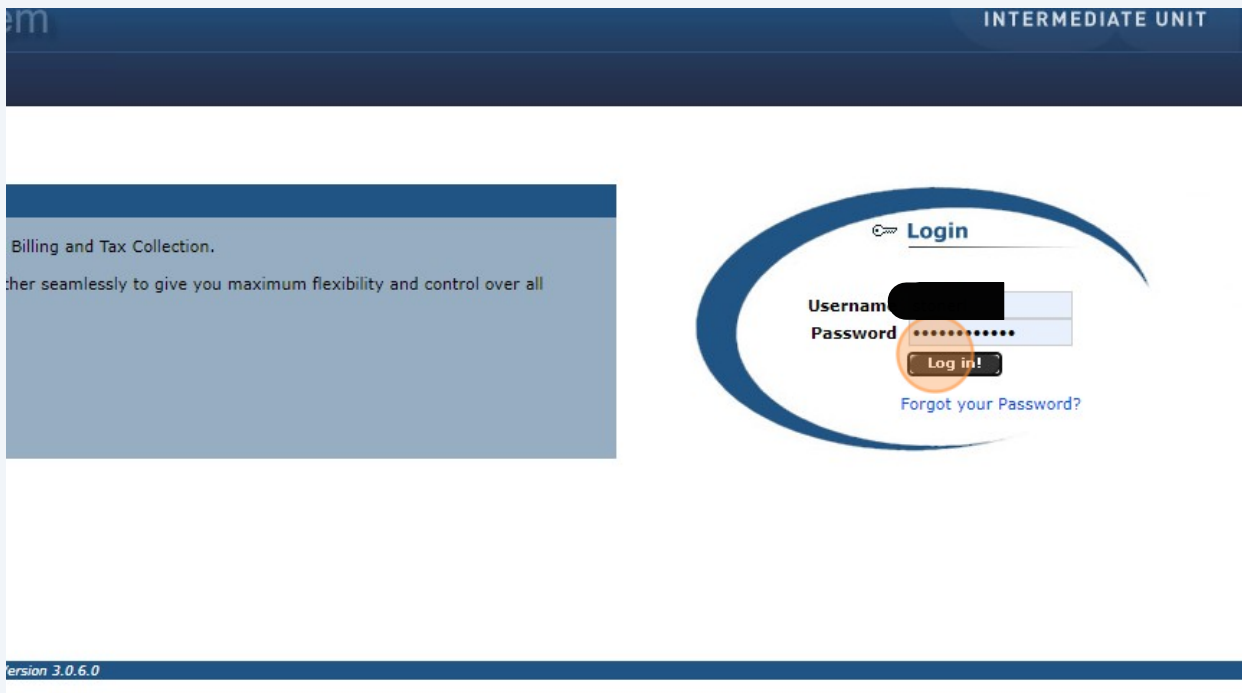
1 Navigate to <https://udasd.org/>

2 Click "Staff Resources" then "Employee Portal"



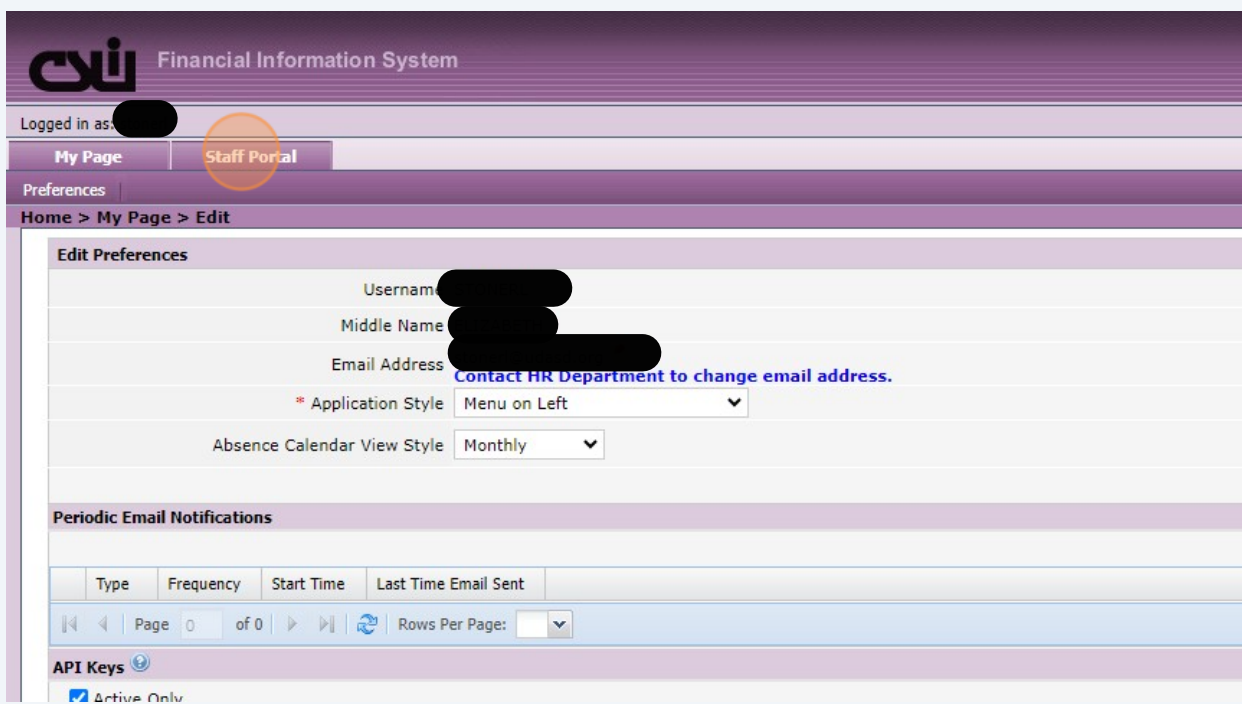
3

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?"")

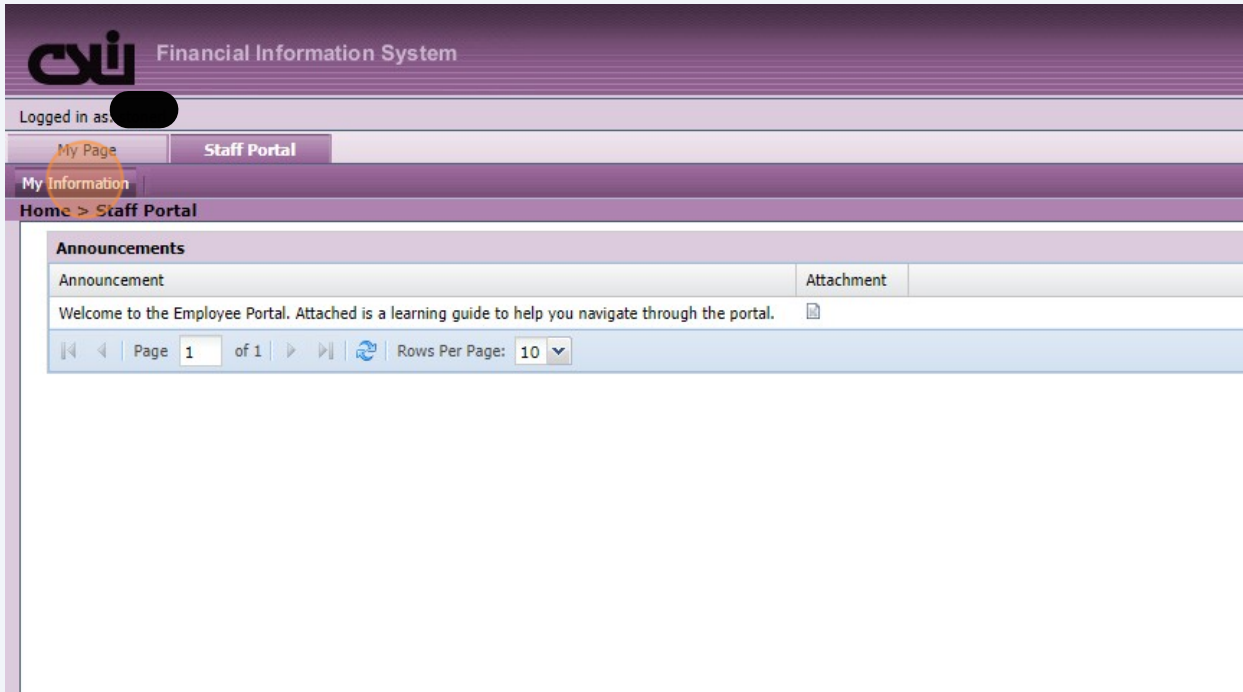


4

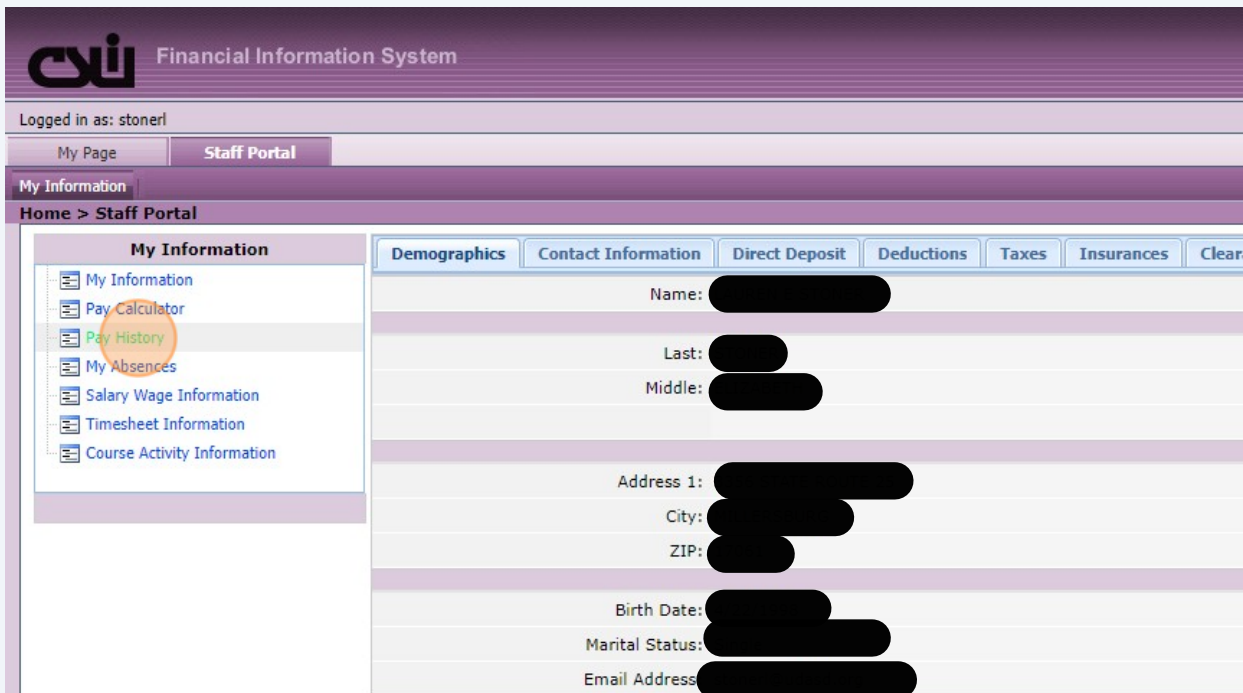
Click "Staff Portal"



5 Click "My Information"



6 Click "Pay History"



7

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

Run Options

Name: [REDACTED]

I consent to receive my Form W-2 electronically in [REDACTED]
I understand I will not receive a paper Form W-2

* Year: 2023

Pay Date	Check #
10/13/2023	[REDACTED]
09/29/2023	[REDACTED]
09/15/2023	[REDACTED]
09/01/2023	[REDACTED]
08/18/2023	[REDACTED]
08/04/2023	[REDACTED]
07/21/2023	[REDACTED]
07/07/2023	[REDACTED]
06/16/2023	[REDACTED]
06/02/2023	[REDACTED]
05/19/2023	[REDACTED]
05/05/2023	[REDACTED]

8

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