

Viewing Pay Stubs through the FIS Employee Portal

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



The screenshot shows the homepage of the Upper Dauphin Area School District. At the top left is the district's logo, a Native American figure. To the right of the logo is the text "Upper Dauphin Area School District" and a mission statement: "Our mission is to empower our students to be lifelong learners in order to reach their greatest potential." Below this is a navigation menu with links for Home, Academics, Community, Leadership, Schools, Support Services, Staff Resources, and Contact Us. A search icon is also present. A light blue box contains the text "Check out these available resources:" followed by two bullet points: "Veggie Rx Dauphin County Classes" and "Project Prom Wear 2025". Below this is a large image of a group of children and an adult in a classroom. To the right of the image is a white box with the text "25-26 Kindergarten Registration is OPEN!" and a sub-heading "How to Register:".

2 Click "Staff Resources"

The screenshot shows the homepage of the Upper Dauphin Area School District. The header includes the district name, a mission statement, and a navigation menu. The "Staff Resources" menu item is circled in orange. Below the navigation, there is a section for available resources and a banner for kindergarten registration.

Upper Dauphin Area School District

Customize 18 0 + New Edit Page Extensive VC Performance

English

Upper Dauphin Area School District

"Our mission is to empower our students to be lifelong learners in order to reach their greatest potential."

Home Academics Community Leadership Schools Support Services **Staff Resources** Contact Us

Check out these available resources:

- Veggie Rx Dauphin County Classes
- Project Prom Wear 2025

25-26 Kindergarten Registration is OPEN!

We are thrilled to welcome the next generation of UDA

3 Click "FIS Employee Portal"

The screenshot shows the staff portal page for the Upper Dauphin Area School District. The page features two columns of links. The "FIS Employee Portal" link in the right column is circled in orange.

Upper Dauphin Area Staff

Staff Links

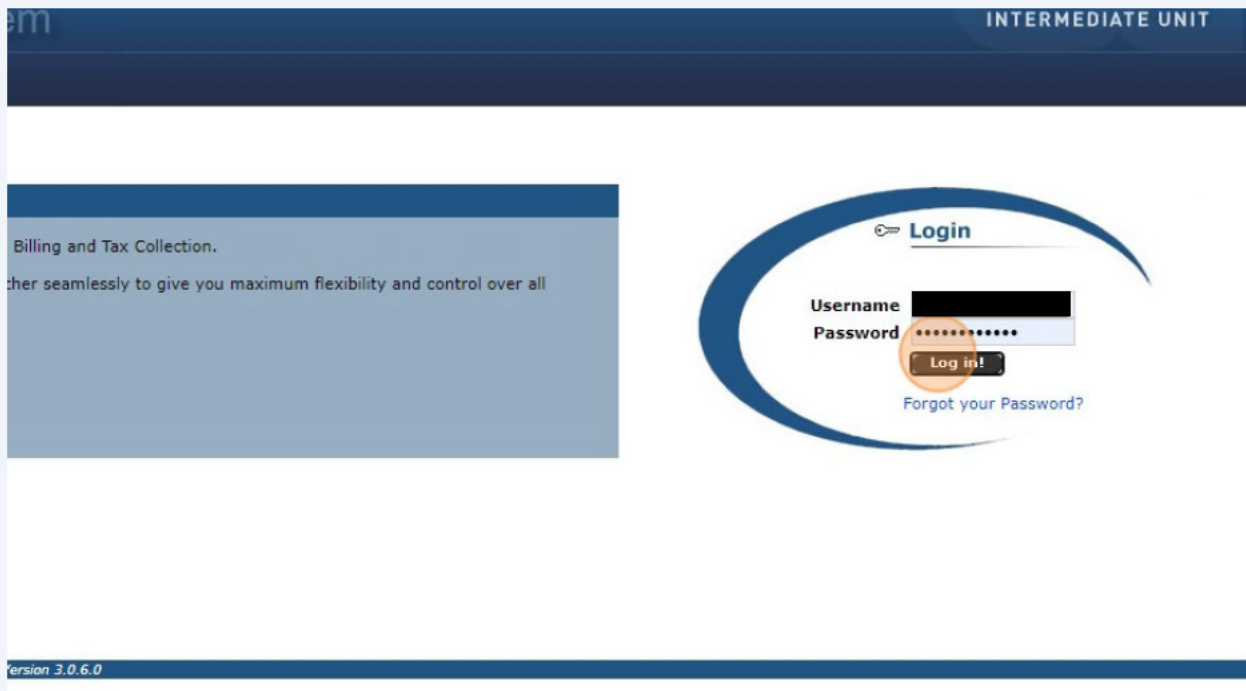
- Event Staff Time Sheet
- Event Staff Signup Form
- MLSchedules
- MLWorkOrders
- TNN Announcement Form
- Safe Schools Training Site

UDA Staff Accounts

- Canvas
- FIS Employee Portal
- Frontline Absence Requests
- Outlook Email
- PAETEP
- Sapphire

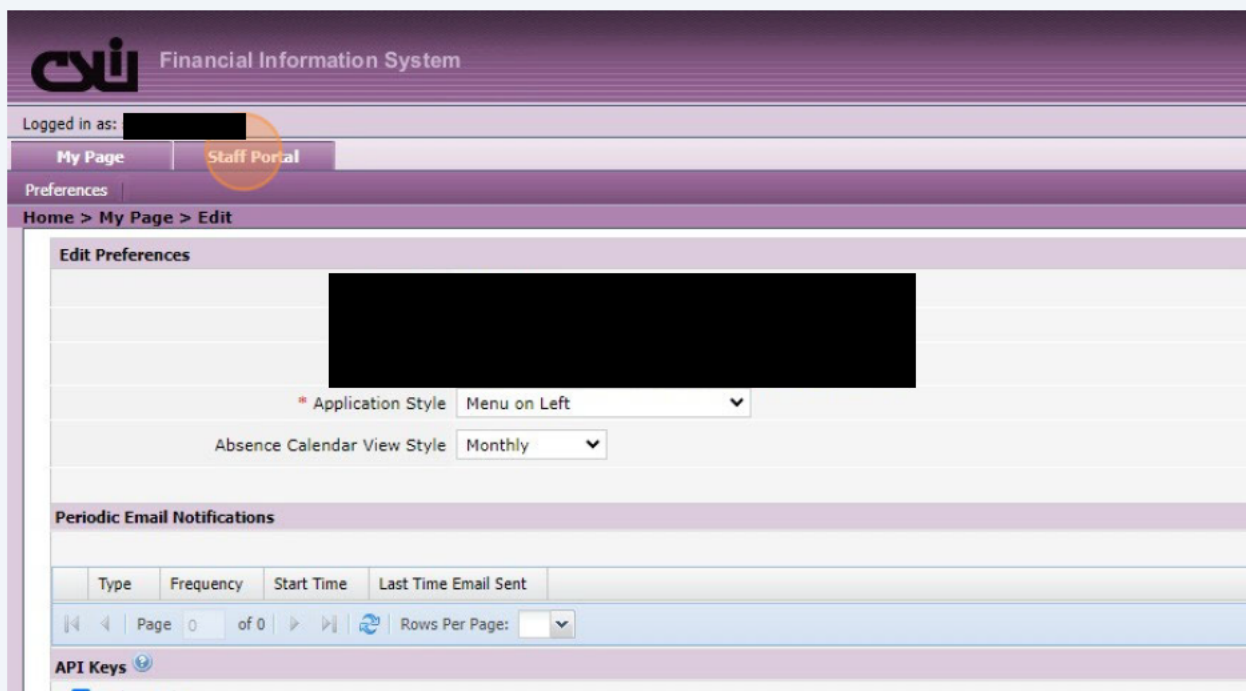
4

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?" or contact the Business Manager.)

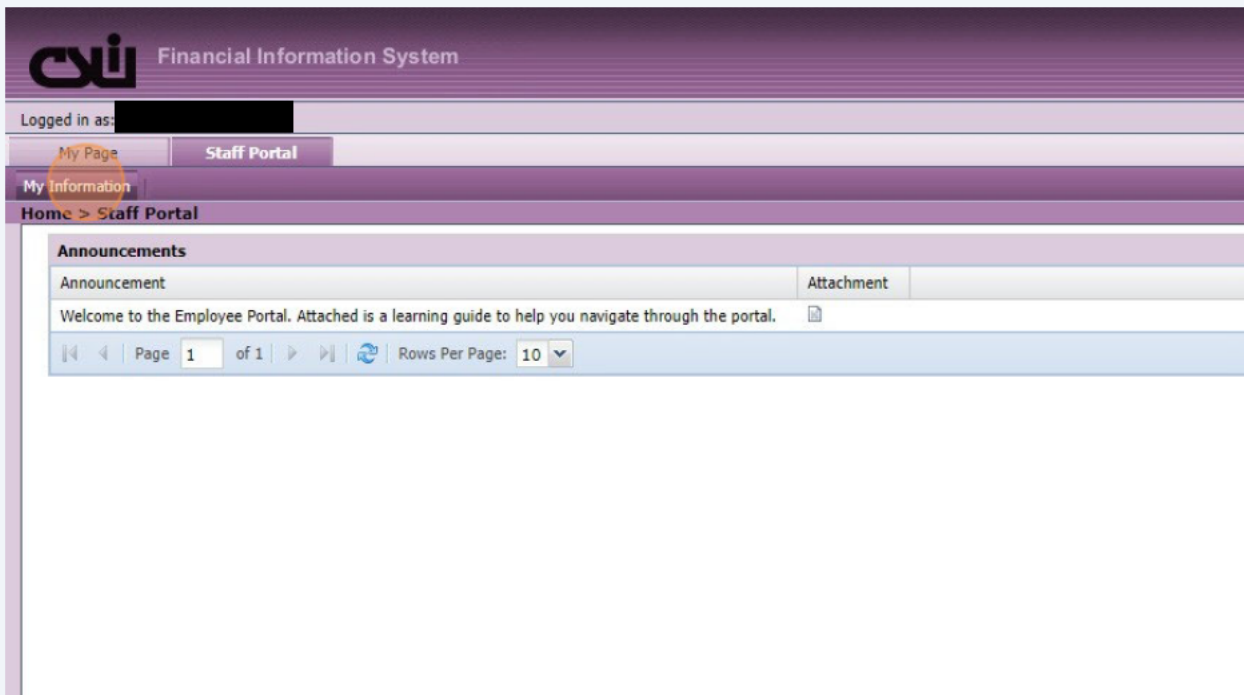


5

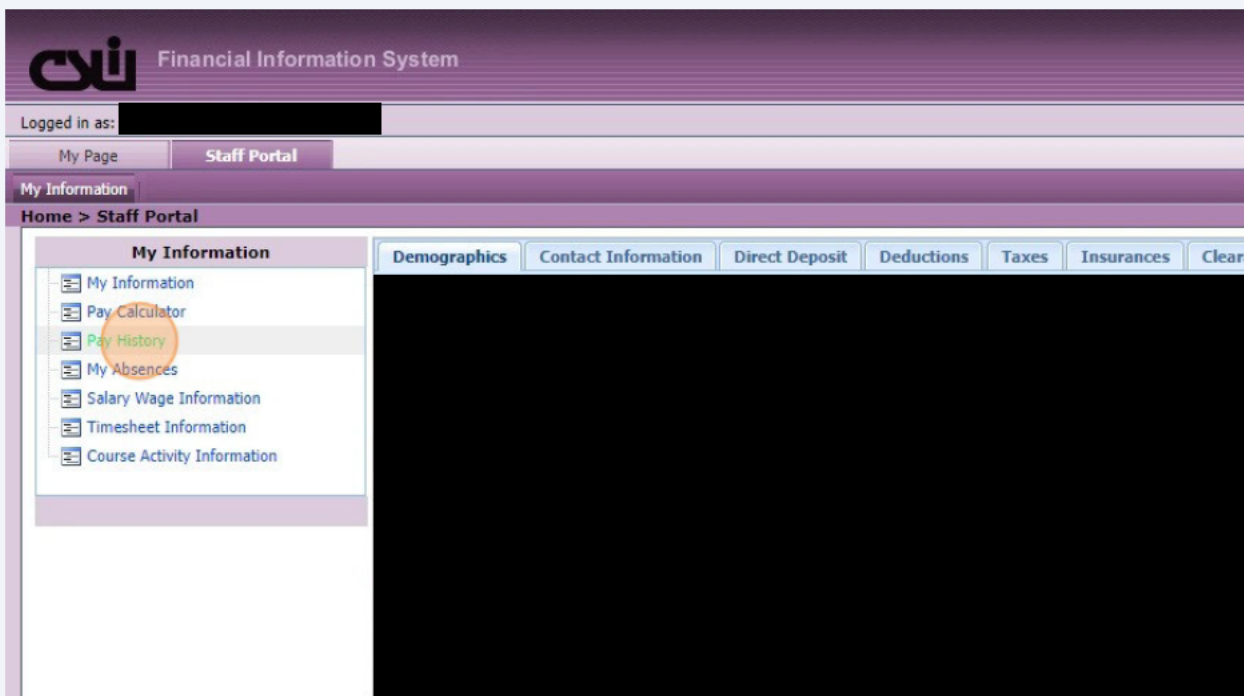
Click "Staff Portal"



6 Click "My Information"



7 Click "Pay History"



8

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

Run Options

I consent to receive my Form W-2 electronically if I understand I will not receive a paper Form W-2

* Year: 2023

Pay Date	Check #
10/13/2023	[REDACTED]
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	

9

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