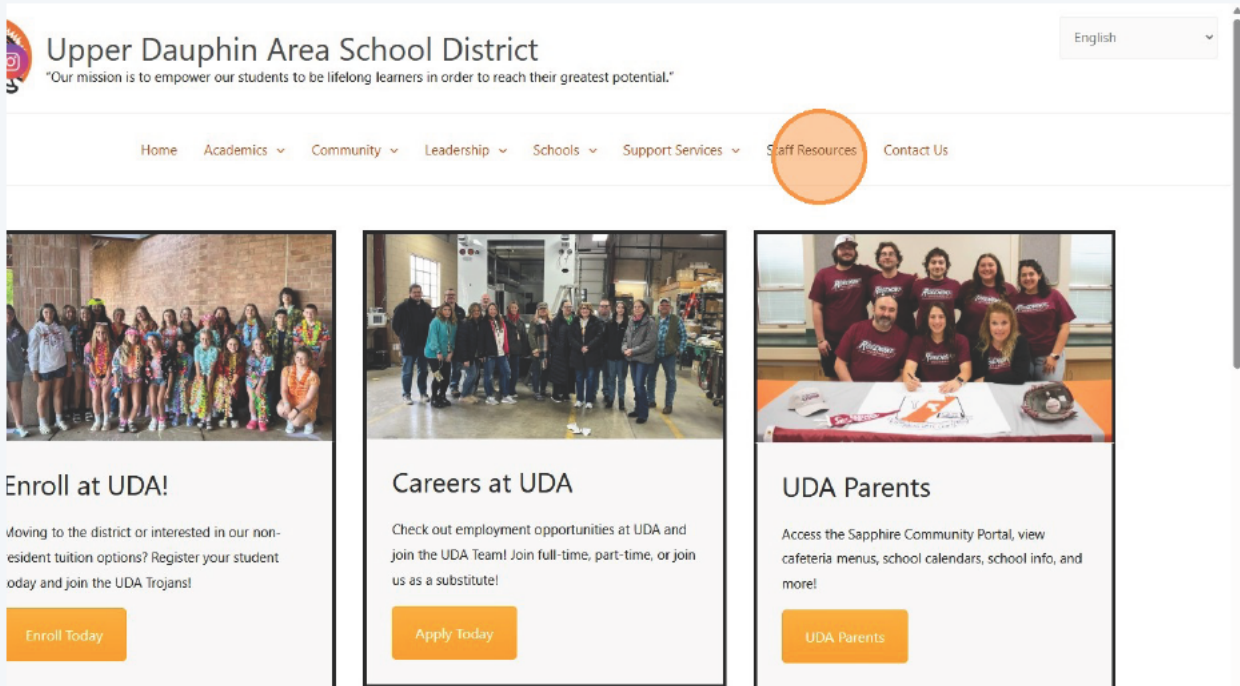


How to Access Your Paystubs

Learn how to navigate the staff portal to view your detailed pay history records. This guide provides step-by-step instructions for employees to quickly locate and access their personal compensation documents.

1 Navigate to "udasd.org"

2 Click "Staff Resources"



3 Click "FIS Employee Portal"

Home Academics Community Leadership Schools Support Services Staff Resources Contact Us

Upper Dauphin Area Staff

Staff Links

- Event Staff Time Sheet
- Event Staff Signup Form
- Facility Schedules (MLSchedules)
- Work Orders
- TNN Announcement Form
- Safe Schools Training Site

UDA Staff Accounts

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

Questions?

UDA Collective Bargaining Agreement

4 Use your Employee FIS login and click "Login". (If you are unsure of your login credentials, please choose "Forgot your password?" or contact the Business Manager.)

Applications

- Assets Inventory**
Tracks and manages assets.
[Learn more](#)
- Bidding**
Manages vendor bids and purchase orders.
[Learn more](#)
- Fund Accounting**
Handles budgeting and financial transactions.
[Learn more](#)
- Human Resources**
Maintains employee records and benefits.
[Learn more](#)
- Mail**
Issues checks, notices, and communications.
[Learn more](#)
- Tax Billing**
Creates tax bills and tracks payments.
[Learn more](#)
- Tax Collection**
Records tax receipts and delinquencies.
[Learn more](#)

Login

Username

Password

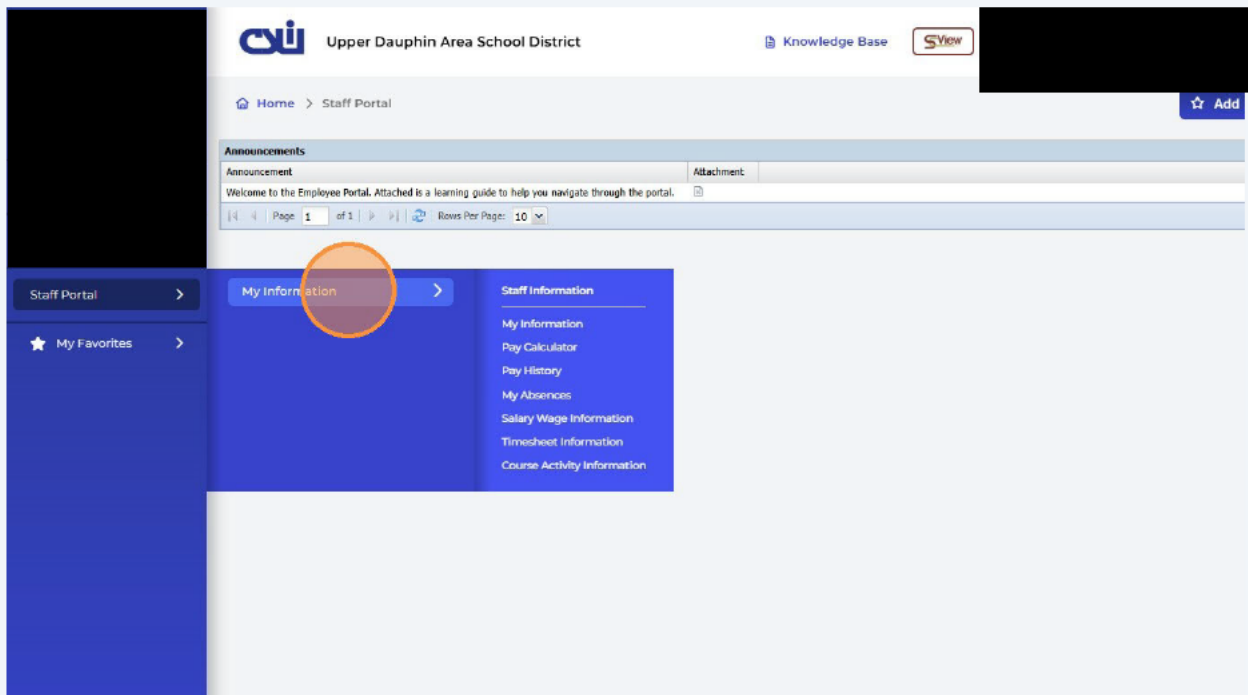
[Login](#)

[Forgot your password?](#)

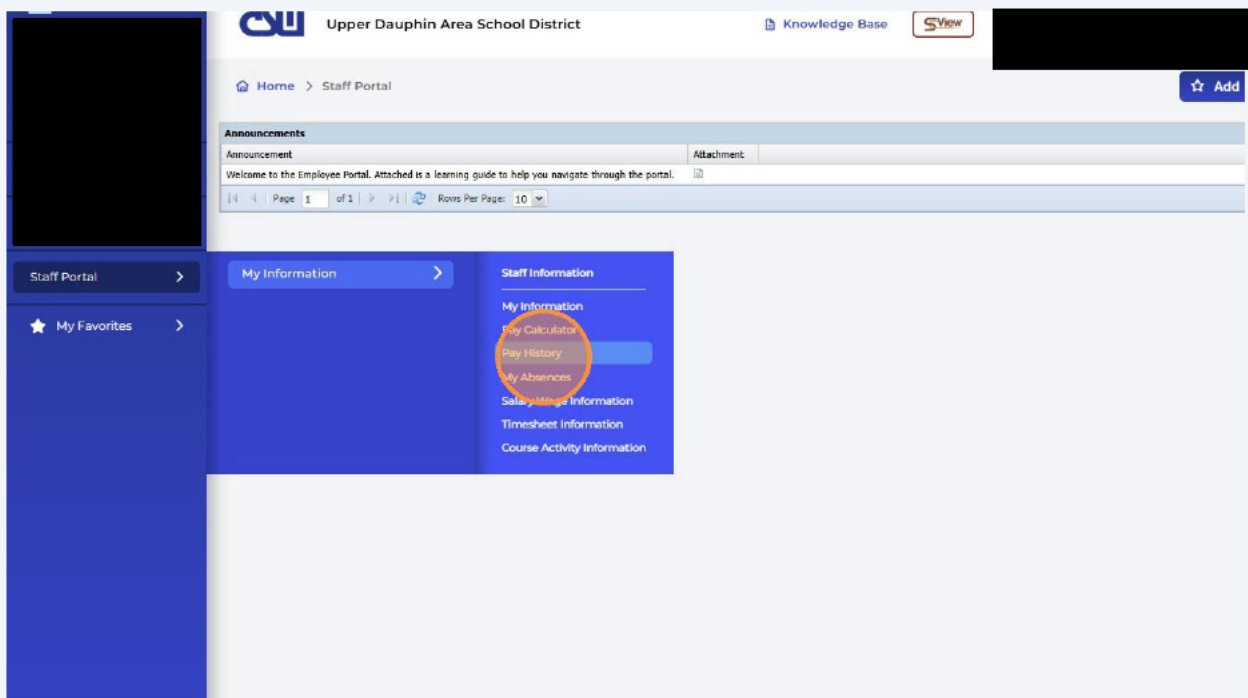
- Document Management**
[More](#)
- Synergy SIS**
[Learn More](#)
- eSchoolData SIS**
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- Substitute Management**
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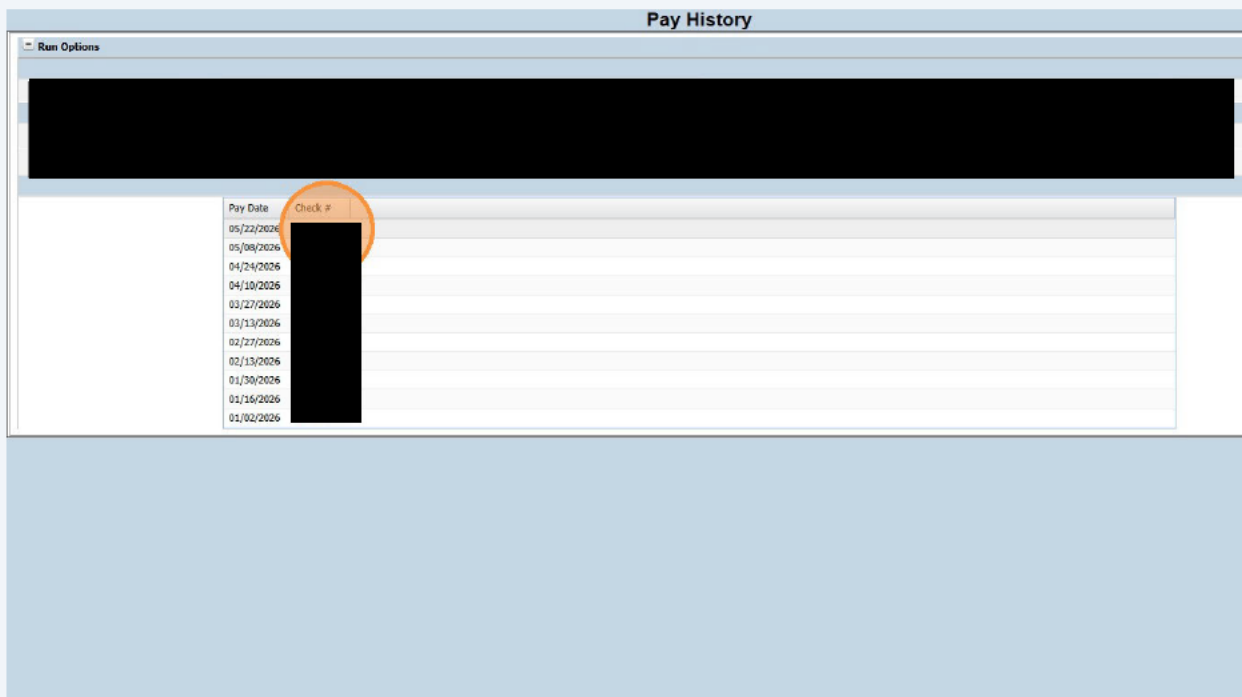
5 On the sidebar menu, click "Staff Portal" > My Information"



6 Click "Pay History"



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



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