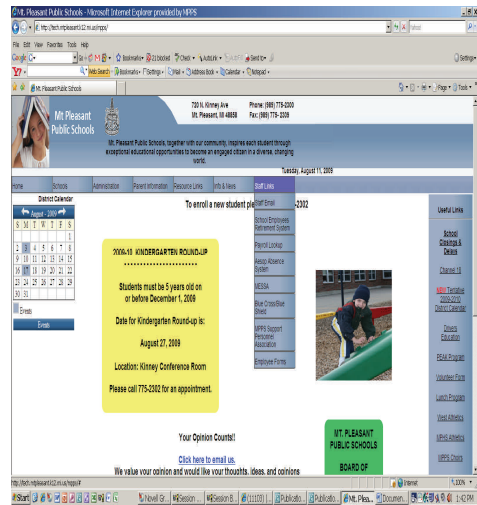


Payroll Inquiry

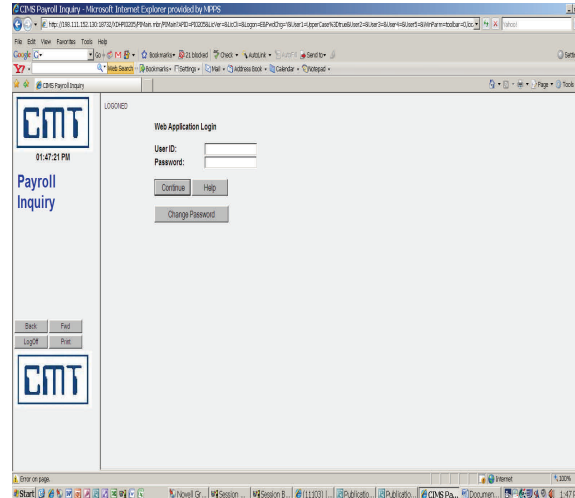


At the web page under Staff Links click on **“PAYROLL LOOKUP”**. This will take you to the log in screen.

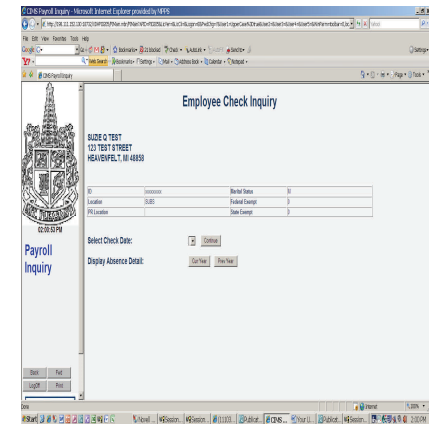
Your User ID is (the first letter of your first name, the first 5 letters of your last name, the day you were born, and the last 2 numbers of your SSN).

Password is the exact same thing the first time you log in, then you may change your password.

Note: Day you were born not month or year.
Example: Born on 1/5/69 you would use 05.



This is the page to log in and view your payroll information. The first time you log in you will put your user ID in both fields. Click on **“CONTINUE”** the system will tell you your password has expired. Click on **“CHANGE PASSWORD”** you will then get a pop up. Click on **“OK”**. Create a new password and confirm it ([password must start with a letter and can be no longer than 10 characters](#)) click on **“CONTINUE”** to access your payroll information for viewing and printing.



Once logged in your most recent check information will always appear in the box.

Click on **“CONTINUE”** to get to the first page.

Next to your main assignment on the first page there is a **“CONTINUE”** button, when

you click on this it will take you to a second page with more information and your absence balances.

NOTE: If you log in unsuccessfully **3** times the system will lock you out.

For questions or help please feel free to contact:
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