

General Reference

Use Your Alternate User ID

When logging in, you can use your **Alternate User ID** rather than the ID that was originally set up for you:

District: DEMO DISTRICT

User ID: **GlennM**

Password: _____

Login Forgot Password

View User Profile

In the lower left corner of the screen is your user profile which will provide you with information regarding your last logon date and time:

User Profile

Name: GLENN MASI

Email Address: _____

Last Logon: 2009-07-17 08:43:13

District: DEMO DISTRICT

Password Expires: NO EXPIRATION DATE

Reset Your Password

When logging in, if you forget your password, you can:

1. Click the **Forgot Password** button
2. Enter the response you gave to your chosen **Password Reset Question**.
3. Click **Login**

District: DEMO DISTRICT

User ID: GlennM

Password: _____

Login **Forgot Password** Step 1

Please answer the following question to reset your password:

Pet's Name: _____

Login Step 2

Login Step 3

You will be required to change your password once you login.

Check Stub

The second menu option can be used to view your check stubs:

Employee Menu

Home

View Check Stub

Security Options

Logoff

Logoff/Exit

Help

An image of the screen describing the check stub screen is shown on the following page.

Logoff

When ready to leave you can use the **Logoff** or **Logoff/Exit** option on the menu.

Logoff

Logoff/Exit

Employee Menu

- Home
- View Check Stub
- Security Options
- Logoff
- Logoff/Exit
- Help

Employee Menu – the list may grow as more options are added.

User Profile

Name: GLENN MASI
Email Address:
Last Login: 2009-07-20 14:12:32
District: DEMO DISTRICT
Password Expires: NO EXPIRATION DATE

User Profile – check this area to see when you last logged in.

Check History

Pay Date	Check Number	Total Earnings	Net Pay
08/14/2009	6681190	1112.00	634.00
07/31/2009	6681114	1112.00	659.02
07/17/2009	6681038	1112.00	606.22

Click any of the column headings to sort by that column

Drag the grey bar or click on one of the blue triangles to resize, expand or collapse the window

Click the pdf button to see the selected pay stub in pdf format

Refresh

Check Selection – Click on a pay date to display a preview below.

Zoom In Zoom Out

TYPE	HRS/DAYS	RATE	AMOUNT	TAXES/DED.	CURRENT	YTD
HOURS	80.00	13.900	1112.00	FEDERAL TAX	107.35	751.25
				STATE TAX	35.57	248.99
				LOCAL TAX	.00	.00
				FICA MEDICARE	16.13	112.87
				FICA SOC SEC	68.95	482.61
				RETIRE. MIP	.00	.00
				DEFERRED 403b	200.00	1400.00
				DEFERRED 457	.00	.00
				CR UNION	25.00	
				BONDS	25.00	
TOTAL EARNINGS					1112.00	
EMP # 650572 CHECK DATE 8/14/09 NET PAY					634.00	GLENN A MASI
*** CHECK STUBS CAN NOW BE VIEWED ONLINE VIA THE WEB AT THE						

Check Stub – for the pay date selected above.

Check Stub Screen

Check History

Check Selection

Click any of the column headings to sort by that column

Click and drag any column heading to reorder the columns

Pay Date	Check Number	Total Earnings	Net Pay
08/14/2009	6681190	1112.00	634.00
07/31/2009	6681114	1112.00	659.02
07/17/2009	6681038	1112.00	606.22

Select any record in this table to see the pay stub for that pay date in the screen below

Use the pdf button to see the selected pay stub in pdf format



Use the refresh button to refresh the list of checks from the server



Use the zoom buttons to change the view of the check stub information below

TYPE	HRS/DAYS	RATE	AMOUNT	TAXES/DED.	CURRENT	YTD	AMOUNT
HOURS	80.00	13.900	1112.00	FEDERAL TAX	107.35	751.25	912.00
				STATE TAX	35.57	248.99	6384.00
				LOCAL TAX	.00	.00	7784.00
				FICA MEDICARE	16.13	112.87	.00
				FICA SOC SEC	68.95	482.61	.00
				RETIRE. MIP	.00	.00	.00
				DEFERRED 403b	200.00	1400.00	.00
				DEFERRED 457	.00	.00	.00
				CR UNION	25.00		.00
				BONDS	25.00		.00
							FED EXM/AMT S 00
							STATE EXM/AMT S 00
							LOCAL EXM/AMT R 00

TOTAL EARNINGS 1112.00

EMP # 650572 CHECK DATE 8/14/09 NET PAY 634.00 GLENN A MASI

+++ CHECK STUBS CAN NOW BE VIEWED ONLINE VIA THE WEB AT THE FOLLOWING WEB SITE: IS.MISD.NET\EMPLOYEEPORTAL

YOU WILL ACCESS THIS WEBSITE WITH THE FOLLOWING NEW USER ID AND PASSWORD