



Where is your pay stub? Find it online.

Employees who participate in direct deposit will find their pay stub online.

ePaystub All employees with an Outlook user ID, password, and employee ID can access and view their pay stubs from the convenience of any computer with Internet access.

- You can**
- View your pay stub prior to payday—typically 3 days earlier.
 - Review leave balances.
 - See reported hours for workshops, training, extracurricular activities, and overtime.
 - Verify time reported and paid by day and assignment.
 - Review information from three years prior to the current pay date.
 - Print your ePaystub at any time.
 - Access and view your pay stub from the convenience of any MCPS or home computer (with the proper Internet browser and Adobe software—free from www.adobe.com).

ePaystub requires you to utilize your unique Outlook user ID and password. Please do not share your MCPS login information.

Where do you begin?

ePaystub links are available under the main staff tab of the MCPS Web site (under Most Requested) or from the Employee and Retiree Service Center (ERSC) Web site. A tutorial and frequently asked questions also are available on the ERSC Web site.

www.montgomeryschoolsmd.org/departments/ersc/e_paystub.shtm

Need Help? Employees having trouble accessing ePaystub or needing to retain or recover their user ID or password should contact the Help Desk at 301-517-5800. Employees with additional questions about ePaystub may contact ERSC at 301-517-8100 or via e-mail at ERSC@mcpsmd.org.

See reverse side for additional information.

If you do not have a home computer or a regularly assigned PC –

you should ask your supervisor and/or director to help you locate an available PC. Additionally, several computers are available for employees in the lobby of the Employee and Retiree Service Center (ERSC) from 7:30 a.m. to 5:00 p.m., Monday through Friday.

Your ePaystub information has been secured at three levels.

1. Data are maintained on a secure server and all ePaystub data transmissions are encrypted.
2. Access to your ePaystub requires your unique Outlook User ID and a secure password.
3. Before the electronic pay stub document can be opened, you will be asked to enter the electronic pay stub document password (your employee ID number).

What do I need to do to access ePaystub?

- Know your Outlook ID, password, and employee ID.
- Visit www.montgomeryschoolsmd.org/departments/ersc/e_paystub.shtm.
- Take the tutorial and review the Frequently Asked Questions document located on the ePaystub welcome page.
- Have a current version of Adobe Acrobat Reader installed on your home or work computer to access ePaystub.
- Enjoy unlimited access to your payroll information!

All data transmissions between your computer and the MCPS server are encrypted and secure.

Employee ID Number		Montgomery County Public Schools Employee Name				Social Security Number	Distribution Location	Sick Bank Member	Payment Number
11000							12	MCCSSE	0369
Pay Period Dates		Payment Date	Marital Status	Federal Allowances	Additional Federal Tax	State Allowances	Additional State Tax	1990 Advance Owed to MCPS Upon Termination / Retirement	
Start 09/02/06 End 09/15/06		09/29/06		01		01			
Earnings / Adjustments					Taxes And Other Deductions				
Description	Hours	Rate	Amount	CYTD	Description	Current	CYTD		
Regular	60.00		000		Fed Tax				
Sick	12.00		000		FICA Med				
Personal	8.00		000		FICA OAS				
Exs Life					MD Tax				
Annual					Mont Co				
Prem OT					UHCStd				
					Base Pen				
					Supl Pen				
					FSA Med				
					VALIC				
					Vision				
					Caremark				
					PPO Den				
					UCOMFUND				
					MCCSSE				
					PAC				
					Life				
TOTAL EARNINGS					TOTAL DEDUCTIONS				
FEDERAL TAXABLE									
Gross Pay:		Less Pretax Deductions:		Less Taxes:		Less Deductions:		NET PAY	
Available Leave (in hours)		Description		Available		Earned Leave (in hours)		Description	
		ANNUAL						ANNUAL	
		SICK						SICK	
		PERSONAL						PERSONAL	

SEE ME ONLINE

Message

Eliminate paper pay advices for all employees who participate in direct deposit. Familiar with ePaystub prior to the elimination of paper pay advices. Visit the ePaystub Web site.