

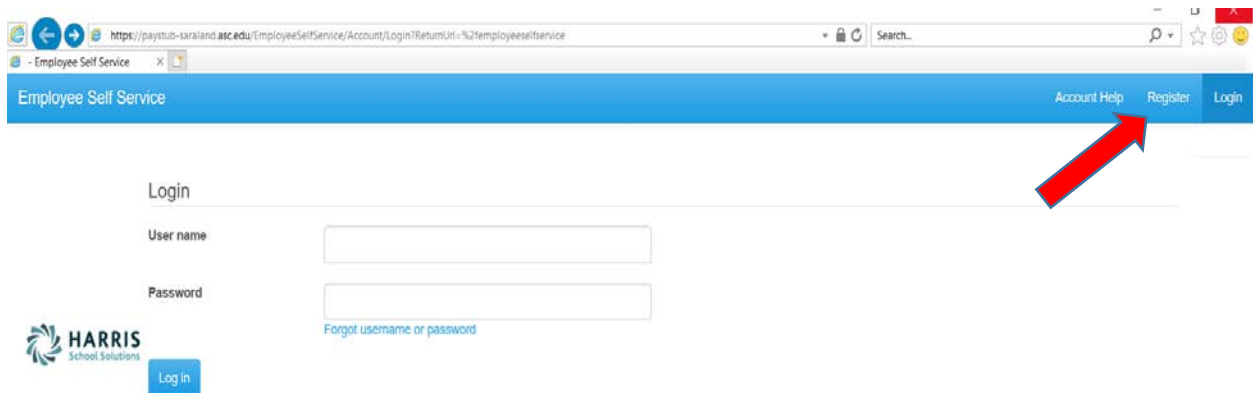
## **Online Payroll Viewer User Account Setup**

*Supported by most internet browsers and can be accessed on smartphones.*

### 1. Link to Payroll Viewer:

<https://paystub-saraland.asc.edu/EmployeeSelfService/Account/Login?ReturnUrl=%2femployeeselfservice>

### 2. Select Register in the top right corner:



### 3. Complete the required information. Your employee number should be the same number entered at the time clock. If you do not know your employee number, or are having difficulty creating an account, please contact Shane Martin ([smartin@saralandboe.org](mailto:smartin@saralandboe.org)):

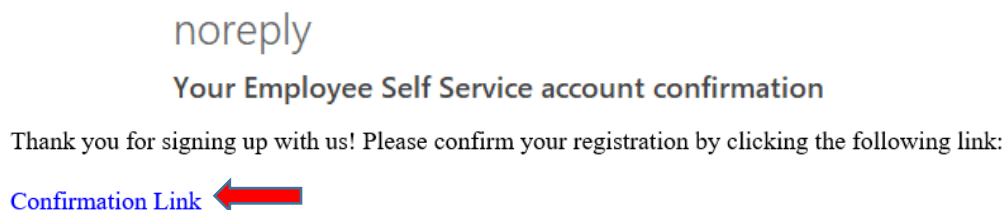
#### Create a New Account

Use the form below to create a new account.

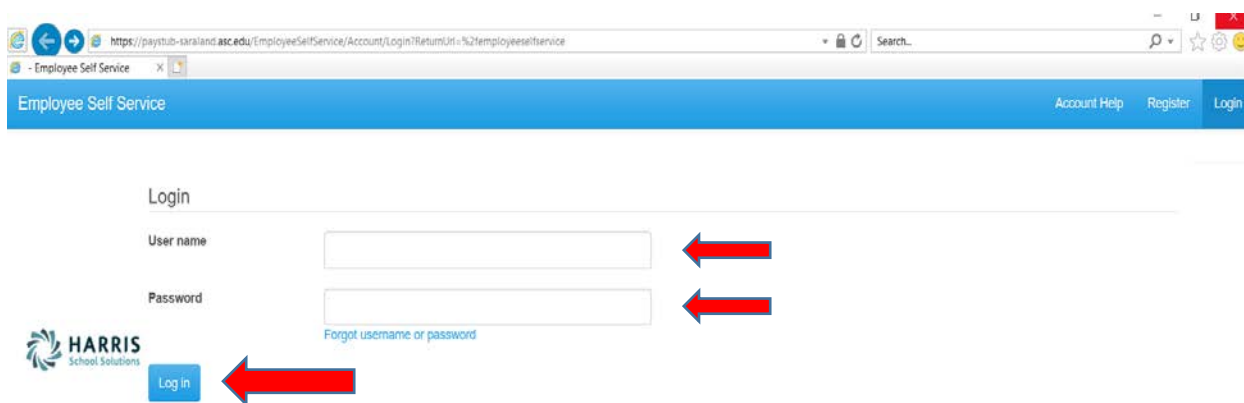
Passwords are required to be a minimum of 6 characters in length.

User name	<input type="text"/>
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Social Security Number	<input type="text"/>
Employee Number	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
<input type="button" value="Register"/> <input type="button" value="Back"/>	

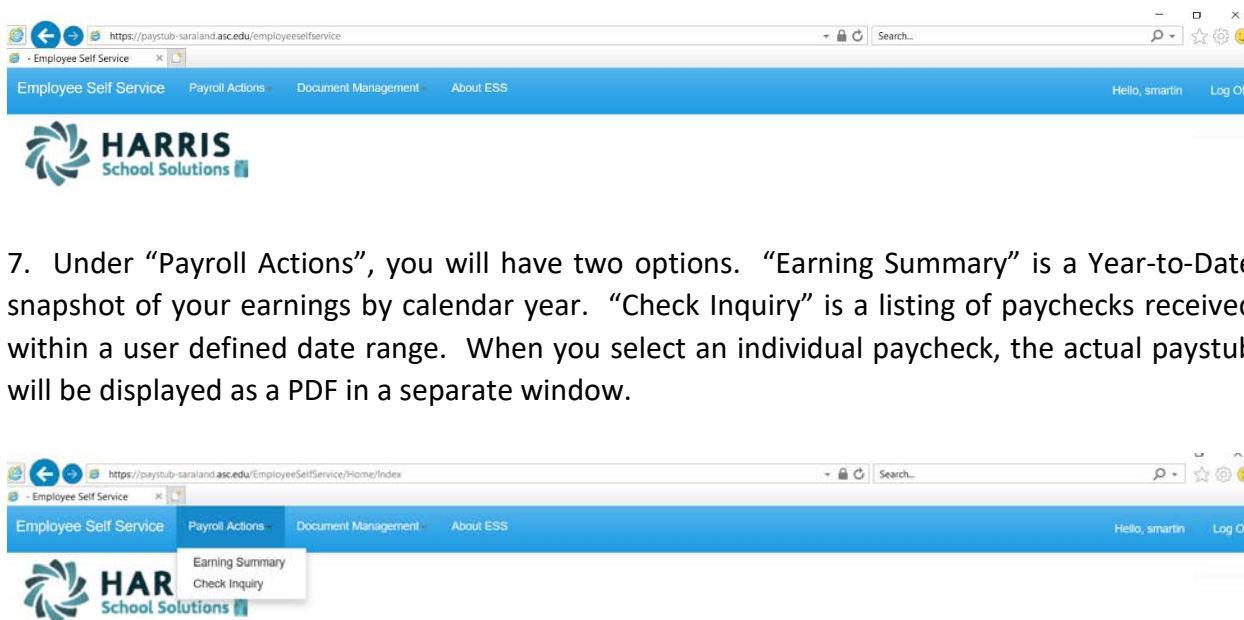
4. After account is created you will receive a confirmation email to the email address entered when creating your account. Click on “Confirmation Link” and follow any prompts if necessary:



5. Once your account has been confirmed, go back to the Payroll Viewer homepage, enter your user name and password, then select Log in:



6. Your dashboard should look like the following:



7. Under “Payroll Actions”, you will have two options. “Earning Summary” is a Year-to-Date snapshot of your earnings by calendar year. “Check Inquiry” is a listing of paychecks received within a user defined date range. When you select an individual paycheck, the actual paystub will be displayed as a PDF in a separate window.

8. Under “Document Management”, you will have two options. “View Employee Documents” is an all-inclusive option that allows you to view the different types of payroll related documents received by Saraland City Schools. Under this option, all forms are opened as PDFs in separate windows. “Electronic Forms Agreement” is where you will have the opportunity to select whether you want electronic only or both electronic and paper end of the year payroll forms.



9. If you forget username or password, you now have the ability to recover each:

A screenshot of the Employee Self Service (ESS) portal showing the login and recovery options. The page has a blue header with the text "Employee Self Service". Below the header, there is a logo for "HARRIS School Solutions". The main content area is titled "Login" and contains two input fields: "User name" and "Password". Below the "Password" field, there is a link that says "Forgot username or password" with a red arrow pointing to it. Below the login section, there is a "Forgot Password" section with a "User Name" input field and an "OR" separator. Below the "OR" separator, there is an "Employee Number" input field. Below the "Employee Number" field, there are two buttons: "Recover" and "Back". Below the "Forgot Password" section, there is a "Forgot Username" section with an "Employee Number" input field and an "Employee Email" input field. Below the "Employee Email" field, there are two buttons: "Recover" and "Back".