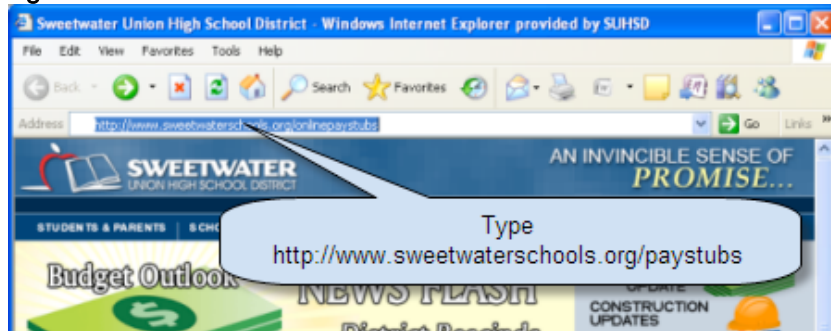


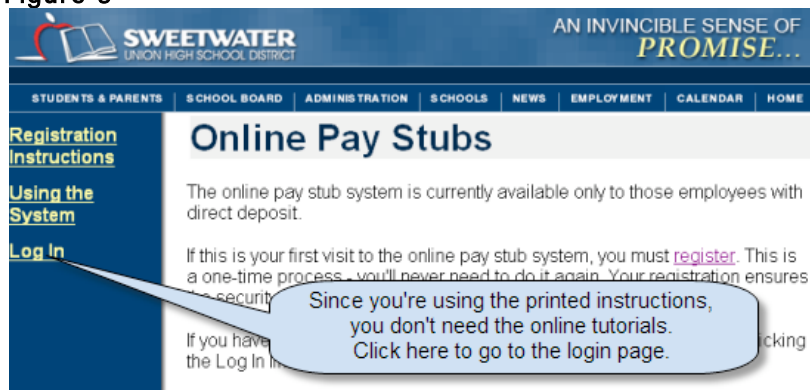


Figure 2



If you typed the web address correctly, you'll see the page below.

Figure 3



3. Click the Log In link in the menu on the left. (Figure 3)
4. At the bottom of the OPS Log In window, click "here". (Figure 4)

Figure 4



## The Registration Screen

The registration screen looks like the graphic below. Please review these tips before you begin filling it out.

The screenshot shows a registration form titled "EMPLOYEE SELF-REGISTRATION FOR ONLINE PAYSTUB". A note at the top states "(Note: All fields are required)". The form includes the following fields and callout instructions:

- Employee ID Number:** A callout box states: "Don't enter the dash in your Employee ID Number. Enter the first three digits in the first box. The cursor will automatically jump to the second box. Then, enter the last three digits."
- Date of Birth:** A callout box states: "All dates must be entered as mm/dd/yyyy. Example: March 6, 1965 is 03/06/1965"
- Middle Two Numbers of Your SSN:** A callout box states: "For security purposes, these two numbers will appear as dots."
- Pay Stub Warrant Number:** No callout.
- Pay Stub Issue Date:** A callout box states: "mm/dd/yyyy"
- Email Address:** A callout box states: "You can use your district email address, or any other email address that belongs to you."
- Re-type Email Address:** No callout.
- Password:** A callout box states: "Make up your own password. It can be anything you want. Just be sure it's something you can remember."
- Re-type Password:** No callout.
- Buttons:** "Clear Page" and "Register". A callout box points to the "Register" button: "When you have everything filled out, click here."

At the bottom of the form, it says "Go to [Login](#) page."

5. Enter your information in all of the boxes on the registration screen. Every box must have something in it.
6. Click the Register button in the bottom right corner of the Registration window.

After you click the Register button, you should get a message that says you have completed the registration process.

Figure 5

EMPLOYEE SELF-REGISTRATION FOR ONLINE PAYSTUB

(Note: All fields are required) [Help](#)

Your login account has been created. You can login the system and view your paystubs

Registration success!

Employee ID Number:

Date of Birth:

Middle Two Numbers of Your SSN:

Pay Stub Warrant Number:

Pay Stub Issue Date:

Email Address:

Re-type Email Address:

Password:

Re-type Password:

Go to [Login](#) page. To log in, click here.

If you get an error message, double-check the form for errors. If you believe you have entered everything correctly, and it still doesn't work, call the Payroll Department at (619) 691-5518.

## Logging In

Now that you have successfully registered, you can log in to see your pay stub.

1. Click the Login link at the bottom of the registration page. (Figure 5)
2. Enter your Employee ID and password.
3. Click the Sign In button.
4. Your pay stubs will be listed. Click the View link to see one.
5. **Sign out when you're finished.**

Pay Stubs Change Email Address Change Password Troubleshooting Sign Out

DIRECT DEPOSIT PAY STUBS [Help](#)

Click one of the View links to see a pay stub.

From: 01/01/2009 To: 04/29/2009

<input type="checkbox"/>	IssueDate	WarrantNumber	View	Pay Stub	Pay Stub Status
<input type="checkbox"/>	3-30-2009	N521378	<a href="#">View</a>		
<input type="checkbox"/>	2-27-2009	N478653	<a href="#">View</a>		
<input type="checkbox"/>	1-30-2009	N436496	<a href="#">View</a>		

Don't forget to log out when you're done!

## Tips

### Bookmarks

To help ensure the security and safety of your data, you can only access OPS from a link on a district web page. Creating a bookmark or shortcut directly to the OPS login page will give you an error message. Instead, bookmark the Employee Self Service: Online Pay Stubs page. (see Figure 3).

### Navigating to the Online Pay Stub Home Page

You can navigate to the pay stub home page (Figure 3) two different ways.

1. Start at the district home page. Click the Administration tab, and then the Staff Resources link in the menu on the left. On the Staff Resources page, click the **Employee Self Service** link.

Figure 6



2. Start at the district home page. Click the Employment tab. Then, click the **Employee Self Service** link on the Employment page.

Figure 7



### Additional Help

For more information on using the Online Pay Stub system, you can:

1. Click the "Pay Stub On-line Tutorial" button on the Pay Stub login page to view video tutorials. (see Figure 4)
2. Click "Using the System" in the menu on the left side of the Employee Self Service: Online Pay Stub page. (see Figure 3)