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.
- 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.