

**Online Payroll Check Stub  
EMPLOYEE PORTAL  
FREQUENTLY ASKED QUESTIONS**

***Is online payroll check stub participation mandatory?***

Yes, If you have Direct Deposit

***Why is the district moving to online payroll check stubs?***

To stay consistent with the district's cost saving initiative.

***When will I first be able to view my payroll check stub online?***

Online viewing will be available with the 9/16/11 pay date.

***When will the last paper stub be distributed?***

The last direct deposit paper stub will be distributed with the 10/14/11 pay date. Effective with the 10/28/11 pay, direct deposit paper payroll check stubs will be eliminated.

***How do I access the website?***

You can access from the Internet at <http://myinfo.misd.net>.

***Can I access this website from home?***

Yes, as long as you have an internet connection.

***How will I obtain a logon and password?***

The payroll check stub of 9/16/11, 9/30/11 and 10/14/11 will have the website, user name, and password information. The password will be computer generated and you will be required to change it, enter an email address, and answer a series of security questions after you initially access the system. Keep your password in a safe place.

***What if I forget my password?***

Click on "Forgot my Password" and follow the prompts.

***What do I do once I am on the website?***

Follow the steps in the "First Time Use of the Online Pay Stub Application" provided on Warren Woods Business Office Internet site. The "Quick Reference Guide" provides instructions for viewing your stub.

***Can I save my payroll check stub information on my computer?***

Yes, as long as you have Adobe.

***Can I print my online payroll check stub?***

Yes, as long as you have a printer connection.

***How long will my information be available online?***

Two years.

***Is this system secure so my fellow employees will not be able to view my information?***

Yes, and it is your responsibility to keep your password private and secure.

***What if I am unable to print my payroll check stub?***

The information is available for two years so you can print any time you are able to access a computer with a printer connection. The Payroll Department is unable to access your information as it is password protected.