HOW TO PRINT/VIEW PAY STUB ON EMPLOYEE ONLINE

- 1. Go to the main FUSD web page: www.fusd1.org
- 2. Click on Resources for Faculty & Staff
- 3. Click on Employee On-line
- 4. Type in your Ifas User#. (This is your 5 digit id# found on the top middle section of your pay stub. If you don't have a pay stub you can call the Payroll Department who will look up the number for you at (928) 527-6053 or 527-6054).
- 5. Type in your Password. Enter. (If you have never used Employee Online, your password will be your entire social security number without any dashes or slashes. Enter. The system may then ask you to change your password. Again, input your entire social security number without dashes or slashes. Input a new password and then confirm the new password. Click on Ok.

If you forgot your password, click on Forgot Login? This will E-Mail you a temporary password. Use this password to log in and then you can change your password.

If you put the wrong password in 3 times you will be locked out of the system and will need to call Payroll to unlock you.

- 6. To the left of the screen click on Check Stub.
- 7. Click on the check date that you want to review.
- 8. Scroll to the bottom of the screen and click on Print View. This will shrink the screen so that your entire pay stub will print on one page.
- 9. To print a copy of your pay stub click on the printer icon on the tool bar.