



Memorandum Human Resources

Monday, September 12, 2016

To: All City Employees
From: Heather Lowe, Human Resources Manager
Subject: Did You Know?
Paystubs

Did you know that you can access your paystub at <http://MyJob> through our HR Online Services?

While employees should receive an email on payday with an attached paystub, sometimes these emails do not go through, they go to your Junk Folder, or we experience a technical glitch that causes some emails to not be delivered. In other cases, employees may delete the email but need the paystub at a later date. There is a way though for you to access all of your paystubs as well as other information online through our HR Online Services.

Directions:

Click on <http://MyJob> to access the HR Online Services.

Log in to your account with the following information:

- Username: Last Name and First Initial (ex. PresleyE)
- Password: Last Four of Social Security Number

Once you log in to your account, follow the below prompts to access your paychecks:

- Click on the active link "Employee Self Service"
- In the drop down menu, select "Paychecks"
- Select the active date link for the paycheck you want to view, save or print
 - In order to save the document, click on the link "Print this page"
 - On the print screen, under the Destination section, click on "Change"
 - Select "Save as PDF" under the Local Destinations section
 - Click "Save" and then name and save the document to access at a later date

BONUS TIP: You can also access leave balances in this same system – just select "Leave Usage" in the drop down menu for your vacation, sick leave, and other leave bank balances.

If you do not have access to the HR Online Services portal, please contact Human Resources.

Thank you!