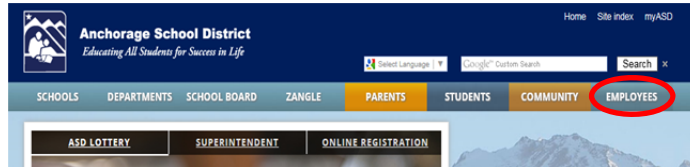


# To View/Print Pay Advices From A School District Computer

- 1) Go to [asdk12.org](http://asdk12.org)
- 2) Click on Employees on the right hand side.



- 3) Go to Toolbox on the left side and click on District Connection

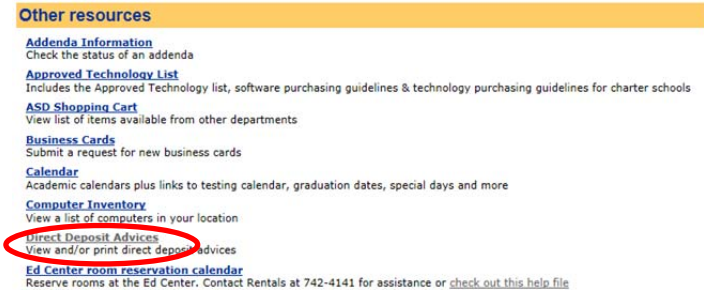


- 4) Enter your User Name.  
Ex: Smith\_Sarah

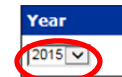
Tab to the Password field and enter the first five letters of your last name with the first letter capitalized. If you do not have five letters in your last name, add the first letters of your first name. Then click on

You may get a pop up that asks if you want the computer to remember your password. ALWAYS say NO!!!

- 5) Under **Other Resources** on the right hand side of the page look for **Direct Deposit Advices**. You may have to scroll down using the blue bar on the right. Click on Direct Deposit Advices. You are signed on with your login credentials so this brings up only your direct deposit advices.



Make sure you are on the right year



Now click on the View link next to the pay date of the pay stub you want to look at or print.

	Amount	Pay Date
<a href="#">View</a>	615.23	7/17/2015
<a href="#">View</a>	125.66	7/17/2015
<a href="#">View</a>	966.38	7/2/2015
<a href="#">View</a>	853.15	6/19/2015

- 6) Right click on the page and select print page to print

EMPLOYEE NAME	SSN	DOB	SSN	DOB	SSN	DOB
...	...	...	...	...	...	...
TOTAL DEDUCTIONS		...	TOTAL EARNINGS		...	...
NET PAY		...	GROSS PAY		...	...

- 7) Always log out.

