



Getting Started:

1. Using your internet browser (Microsoft Internet Explorer or Firefox), go to <https://www.ezstub.com/isapi/prodezstub.isa?pascoschools~startup>.

Employers looking for more information about implementing EZStub please [click here](#).

WELCOME

Please enter your log in information below.

EZStub Login ID:

Password:

[Forgot your password?](#)
Enter your login ID in the field above and then [click here](#).

Please contact your payroll administrator for all other login issues.

2. Enter your initial **EZStub Login ID** and **Password**. Click Log in.
 - a. Initial ID will be the first letter of your first name, the first letter of your last name and your 10 digit employee id number (example: JD0123456789). Your employee number will be printed on your first pay check.
 - b. Initial password will be your 10 digit employee number.

Change your Settings Below

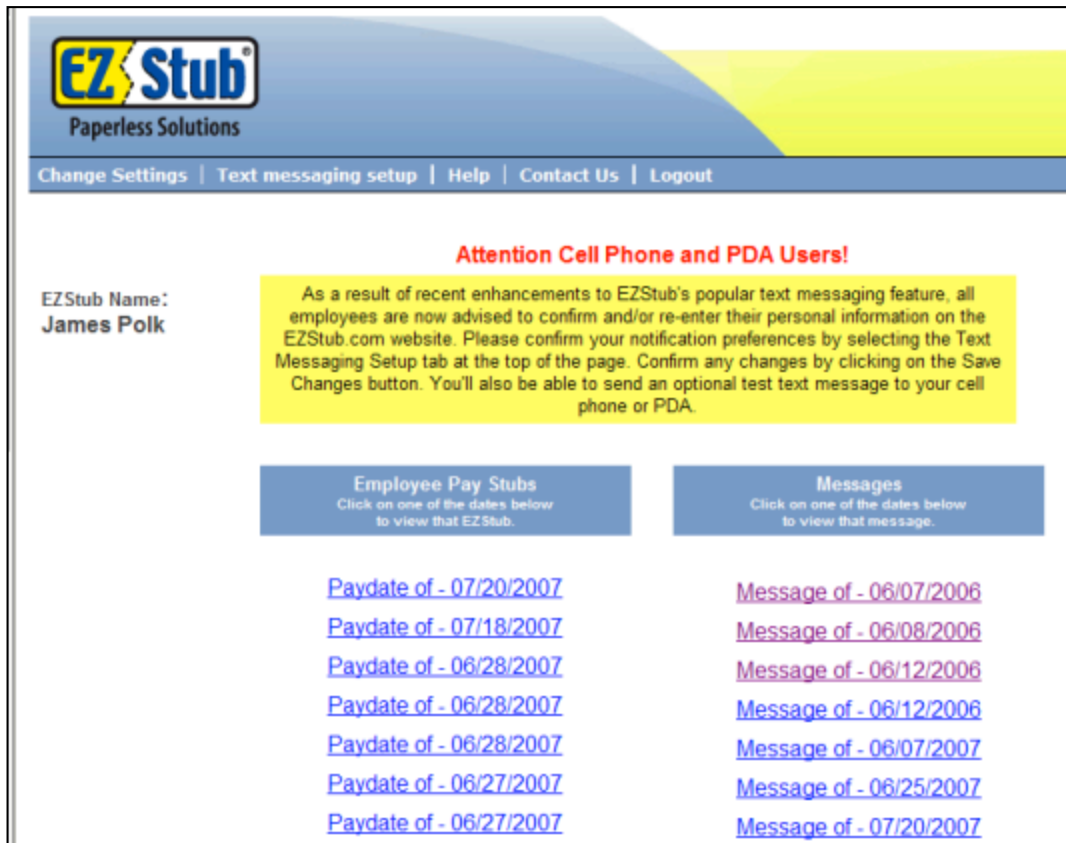
Login ID: (Must be unique.)

New password:

Confirm new password:

3. **You will be required to change your password the first time you log on. Your new password must be 4-10 characters in length and is not case sensitive.** Type new password. Confirm new password. Click save and close window to save changes.

Once you have logged in you will see your pay stub homepage.



4. To change settings (such as email delivery address), click the **Change Settings** link.
5. To enable the text messaging feature, click on the **Text Messaging Setup** link.
6. For a review of basic features of the EZStub site, click on the **Help** link.
7. To view a specific pay stub, click on one of the “**Paydate of**” links. EZStub will list the most recent pay date first. Stubs will be maintained for up to four years. At the bottom of each stub is an email stub option. You may select this option to send a copy of your stub to a loan officer or other individual for verification of income. You must select this option each time you wish to send a copy of your EZStub to another individual.

To send a "one time" email copy of this EZStub to someone, enter the address you would like to send it to and click the button titled "Email a copy of this EZStub to the following:".

PLEASE NOTE! This feature will send an unprotected copy of your EZStub to the specified email address. Your EZStub will be visible in the body of the email. To set up regular EZStub email delivery options, close this window and select "Change Settings" from the main screen.

Email a copy of this EZStub to the following:

Done

EZStub Directions

- From time to time the Payroll Department may send messages. To view messages, click on any of the “**Message of**” links under the **Messages** box.

NOTE: Pay stubs will be available to view up to 2 days prior to pay day; however, your pay will be deposited on the pay date listed.

Use the **Change Settings** link to change your password, email address or delivery options.

Change your Settings Below

Login ID: (Must be unique.)

New password:

Confirm new password:

Delivery Method: Email: (To use the "forgot password" feature you must enter an email address.)

None

Delivery Method: **Option 2** Only notify me when my new EZStubs are available.

Delivery Method: **Option 3** Please send me my EZStubs as an encrypted PDF file.

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- To change your password type in a new password. Confirm the new password. Click **Save and Redisplay** or **Save and Close Window** to save the changes.
- Set up email notification by typing your email address in the **Email:** field. Click **Save and Redisplay** or **Save and Close Window** to save the changes.
- When entering an email address under **Delivery Method**, you may select one of two delivery options. **Option 2** will result in an email reminding you to visit Ezstub.com for your pay stub. **Option 3** will require you to input your password to view a PDF file. Click **Save and Redisplay** or **Save and Close Window** to save the changes.

To enable the text messaging feature click on the text messaging set up link.

Setup your electronic pay stub text messaging options below.

Please note that your cellular phone must be enabled to receive text messages, and that additional charges may apply depending on your cellular service provider agreement.

Due to text messaging limitations you may only choose 3 categories from the list below.

Employee Name	<input type="checkbox"/>
Employee SSN	<input type="checkbox"/>
Department	<input type="checkbox"/>
Job	<input type="checkbox"/>
Voucher Number	<input type="checkbox"/>
Pay Period	<input type="checkbox"/>
Pay Date	<input type="checkbox"/>
Current Net Pay	<input checked="" type="checkbox"/>
Deposited in:	<input type="checkbox"/>
Federal Withholding Tax	<input type="checkbox"/>
Social Security Tax	<input type="checkbox"/>
Medicare Tax	<input type="checkbox"/>
United Way of Pasco	<input type="checkbox"/>
Biweekly Rate/Time Paid	<input type="checkbox"/>
Total Gross Pay	<input type="checkbox"/>
YTD Gross Pay	<input type="checkbox"/>
YTD Withholding Tax	<input type="checkbox"/>
YTD Social Security	<input type="checkbox"/>
YTD Medicare	<input type="checkbox"/>
Voluntary Insurance Products P	<input type="checkbox"/>
Minnesota Life Supplemental I	<input type="checkbox"/>
Sick Leave Balance Available	<input checked="" type="checkbox"/>
Voluntary Insurance Products P	<input type="checkbox"/>
YTD 403B/457/401K	<input type="checkbox"/>
Trustmark Misc. Insurance	<input type="checkbox"/>
AIG VALIC 457 Deferred Compens	<input type="checkbox"/>
Vacation Hours Available	<input checked="" type="checkbox"/>

12. Select up to three (3) categories to include in your text message.

Select Cellular Service Provider:

Enter Cellular Number:
(including area code)

Cancel text message notifications.

13. Select your cellular service provider from the dropdown menu. Enter you cellular number, including area code. Click **Send Test Text Message**. Click **Save Changes**. You should receive a test message within a few hours confirming your ability to receive text messages from EZStub.