Online Payroll Check Stub - Employee Portal
FREQUENTLY ASKED QUESTIONS

Is online payroll check stub participation mandatory?
Yes.

When will I first be able to view my payroll check stub online?
Online viewing will be available with the 11/09/2012 pay date.

When will the last paper stub be distributed?
The last paper stub will be distributed with the 12/21/2012 pay date. Effective with the 01/04/13 pay, paper payroll check stubs with be eliminated.

How do I access the website?
You can access from the Internet at www.armadaschools.org > District Staff Links > Payroll Check Portal.

Can I access this website from home?
Yes, as long as you have an internet connection with Java 1.6, (http://get.adobe.com/reader/), and Adobe Acrobat Reader, (http://get.adobe.com/reader/).

How will I obtain a logon and password?
The payroll check stub of 11/09/2012 and 11/23/2012 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.

Who do I contact if I have problems?
If you have trouble getting into the system, you may contact Kim Medley at 586-784-2121 or Heather Urbanek at 586-784-2123.

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 in the email announcing Paperless Payroll. 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. Click on the PDF button to print.

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 and remember to log out when finished viewing your information.

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.