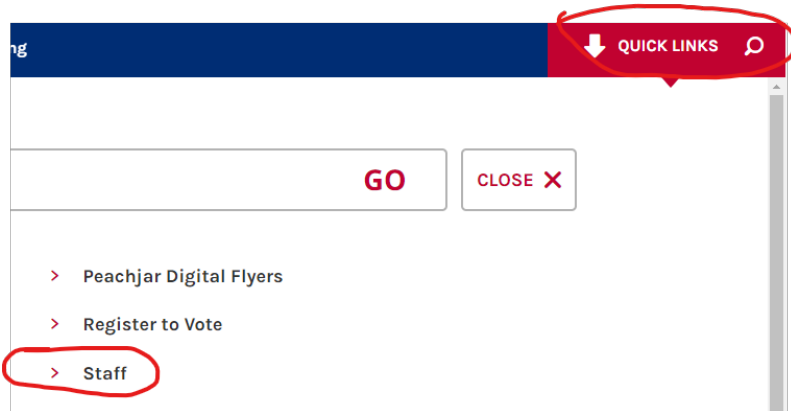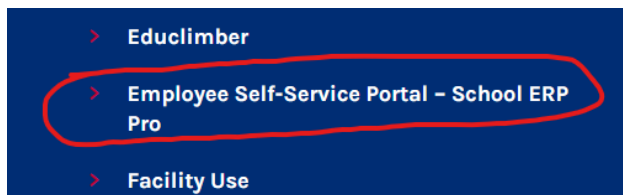# How to Access Employee Access Portal to View Paystubs

1. Go to www.wesdschools.org
2. Go to **Quick Links -> Staff**

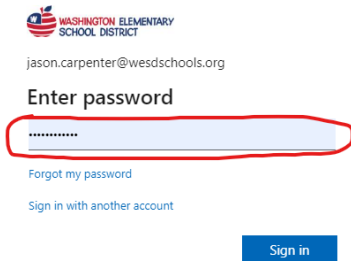3. Click on **Employee Self-Service Portal – School ERP Pro**

4. Enter the username of your full email address (firstname.lastname@wesdschools.org) and click **Next**

5. Enter your Network Password (Same password that you use for logging into Windows or email) and click **Sign In**
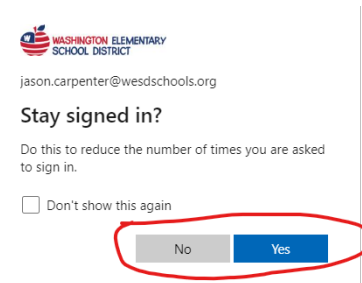
6. Stay signed in? Click **Yes** if you are on your own computer. Click **No** if you are on a shared computer.
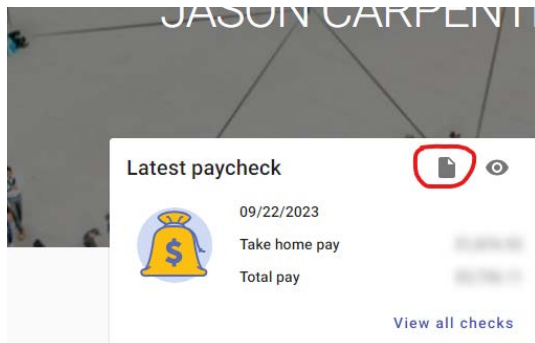
7. You should see a square that says **Latest Paycheck**. There is an icon that looks like a piece of paper with the corner folded. Click on that.

8. It will download the pay stub to the computer. Then you just need to open it (it may automatically open, depending on your internet browser). You can print it if you want, however they are always available on this Employee Access Portal. You can view all paystubs by clicking on the "**View all checks**" hyperlink. That will allow you to see all pay stubs since 7/1/2023.