

## Electronic Pay Stub Frequently Asked Questions

- ? What is an Electronic Pay Stub or “Paperless Pay”?**  
*A: The Electronic Paystub replaces the paper payment advice that is currently printed by Denver Public Schools. Instead of receiving a paper payment receipt, you will have access to view and print your pay information on Employee Self Service.*
- ? Can I still have my pay stub mailed home?**  
*A: No. Beginning September 30, 2008, pay stubs will only be available through Employee Self Service.*
- ? How do I get to Employee Self Service?**  
*A: Launch your Internet Explorer Browser and type in <https://employeeinfo.dpsk12.org>. Enter your user ID (Outlook login) and password in at the prompt. Once successfully logged in, click on Employee Self-Service at the top of the screen. Find and click on “Pay Information” to the left of your screen and then click again on “Pay Checks”. Your paychecks are listed in date order. A quick reference guide can be found on Payroll and Business Services Website.*
- ? What if I forgot my Network/Outlook login and password?**  
*A: Contact the DoTS Hotline at (720)423-3888 or email the Hotline at [DoTS\\_Hotline@dpsk12.org](mailto:DoTS_Hotline@dpsk12.org)*
- ? What are the benefits of the district going to Paperless Pay?**  
*A: For the district, it reduces the cost of purchasing, storing, distributing, and postage for over 150,000 paper pay stubs annually. For the employee, it eliminates lost or stolen pay information and reduces the risk of identity theft. Your information can be accessed and printed 24/7 from work, home, or from most computers with Internet access. Your electronic pay stub will remain online and accessible.*
- ? How will I know that my money has been deposited?**  
*A: You will be able to view your pay on the district’s pay day and on-going. Your pay history will be available to you for one year. Most financial institutions offer online banking services where you are able to view your deposits.*
- ? Will I ever get a paper check?**  
*A: Although Direct Deposit is mandatory, there could be occasions when an actual check is issued to you. For example, special checks will still be a paper check and will be mailed to employees’ homes. Often times, when an employee is new to the district, their first payment comes as an actual paper check. Anytime you receive a payment mailed to your home address, it is probably a check that needs to be physically cashed to receive payment.*
- ? What if I need to print a copy of my check stub?**  
*A: You have access to print your pay stub from any computer that is connected to a printer. Kiosks are located at various locations within the district, such as the Welcome Center at 900 Grant Street. Your neighborhood library, Internet Café, or home computers are other avenues to print your pay stub.*
- ? Who should I contact if I have questions about my pay?**  
*A: Questions or problems about your payroll payment should be directed to your school or department secretary or the Payroll and Business Services Office at (720)423-3450.*
- ? What happens if I do not receive my direct deposit money due to my account being closed?**  
*A: For employees who have direct deposit, you will need to contact the Disbursing Office. As soon as your bank returns the funds to us, a manual check will be reissued to you.*
- ? What if I don’t want direct deposit?**  
*A: Employees are required to sign up for direct deposit. This can be waived only if the employee has a letter from a bank stating the employee is not eligible for a bank account. The direct deposit forms can be obtained by contacting the Disbursing Office at (720) 423-3719 or the secretary of your assigned location. You can also obtain the form by visiting our website and clicking on the link: <http://budgetandfinance.dpsk12.org/disbursing>.*