



**DENVER PUBLIC SCHOOLS**  
**Viewing and Printing your Pay**  
**Stub On-Line**

<https://employeeinfo.dpsk12.org>

**What is my Password?**

Your username and password are the same as your **Outlook** email login.

If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email the Hotline at [DoTS\\_Hotline@dpsk12.org](mailto:DoTS_Hotline@dpsk12.org)

**Is Self-Service Secure?**

Self-Service is a secure environment. Always use the **Logout** button on your self-service screen when you finish a session.

**Step 1. Getting Started.**

Using your Internet Explorer, type in the following path in the address field:  
<https://employeeinfo.dpsk12.org>

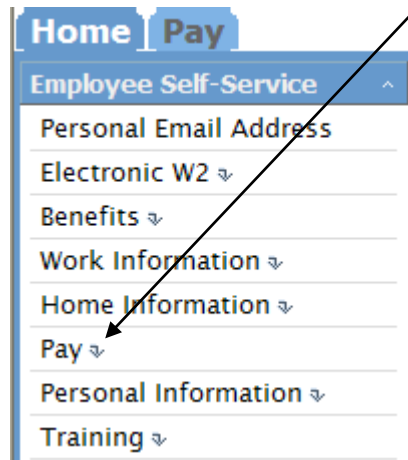
The **“User Name and Password Required”** window appears.

-Enter your assigned User Name.

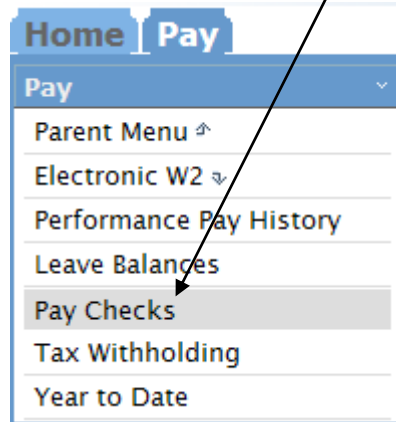
-Enter your password. Click “OK.”

**The Self Service Web site appears and Welcomes you!**

*From the Main Menu, Select Pay*



*Step 2. Select Pay Checks*



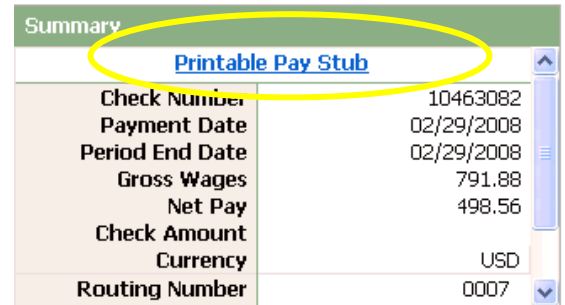
A listing of your payments will appear.

**Pay Checks**

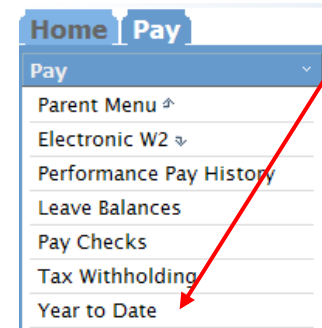
Payments		
Date	Gross	Net
<a href="#">03/31/2008</a>	791.88	866.71
<a href="#">02/29/2008</a>	791.88	498.56
<a href="#">01/31/2008</a>	791.88	498.92
<a href="#">12/31/2007</a>	875.11	534.52
<a href="#">11/30/2007</a>	764.18	793.45
<a href="#">10/31/2007</a>	764.18	793.46
<a href="#">09/28/2007</a>	764.18	793.47
<a href="#">08/31/2007</a>	549.88	639.59
<a href="#">07/31/2007</a>	528.82	623.00
<a href="#">06/29/2007</a>	528.82	692.58
<a href="#">05/31/2007</a>	528.82	692.58
<a href="#">04/30/2007</a>	528.82	692.58

**Step 5. Printing your Pay Stub**

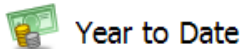
Click on a specific payment date. Click on [Printable Pay Stub](#) to bring your pay stub to view. Choose File, Print.



**Step 5. Printing Year to Date Totals from Prior Years**



## Select a Year



Year to Date

Years

Select a year **2009** ▼

Click **Year to Date** and **Select a year**.

Year to Date

Years

Select a year **2009** ▼

**Payment Details**

Pay Type	Hours	Wages
GROUP TERM LIFE		280.83
FLEX BENEFIT PLAN	1.00	3572.58
PERSONAL PAY	60.50	2445.42
SICK PAY (EMPLOYEE)	9.00	374.54
VACATION PAY	96.00	3925.64
RETRO PAY		83.23
REGULAR PAY	1672.32	67955.14
SICK PAY (FAMILY)	19.00	771.99
<b>Total</b>	<b>1857.82</b>	<b>79419.27</b>

Deduction	Amount	Taxable Wages
CITY OCCUPATIONAL HEAD TAX	69.00	73374.01
STATE WITHHOLDING TAX	1527.00	64324.04
FEDERAL WITHHOLDING TAX	4021.00	64324.04
MEDICARE TAX - EMPLOYEE	1020.35	70369.30
<b>Total</b>	<b>6637.35</b>	

Pre-Tax Deductions	Deduction	Amount
DELTA DENTAL INSURANCE PRETAX		1223.28
KAISER 430 PRETAX		7627.80
PENSION REGULAR		6045.26
VISION INSURANCE PRETAX		198.64

Once a year has been selected, click on **Payment Details**.

Year to Date

Select a year **2009** ▼

Pay	Hours	Wages
REGULAR PAY	148.32	5923.27
PERSONAL PAY	6.82	261.58
FLEX BENEFIT PLAN		352.45
GROUP TERM LIFE		232.02
<b>Total</b>	<b>164.96</b>	<b>6529.32</b>

Deduction	Amount	Leads to
CITY OCCUPATIONAL HEAD TAX	5.95	6031.95
STATE WITHHOLDING TAX	1203.00	5313.64
FEDERAL WITHHOLDING TAX	306.54	5313.62
MEDICARE TAX - EMPLOYEE	44.27	5055.69
<b>Total</b>	<b>1560.76</b>	

Pre-Tax Deductions	Amount
DELTA DENTAL INSURANCE PRETAX	103.84
KAISER 430 PRETAX	497.07
PENSION REGULAR	16.57
VISION INSURANCE PRETAX	1207.20

**Printable Pay Stub**

Check Number: 12000000

Payment Date: 05/15/2009

Gross Wages: 6529.32

Choose payment by clicking once.

Click on **Printable Pay Stub** and print stub.

## Step 6. Logging Out

Close the window session by clicking the **logout** button in the upper-right corner of your self-service window.