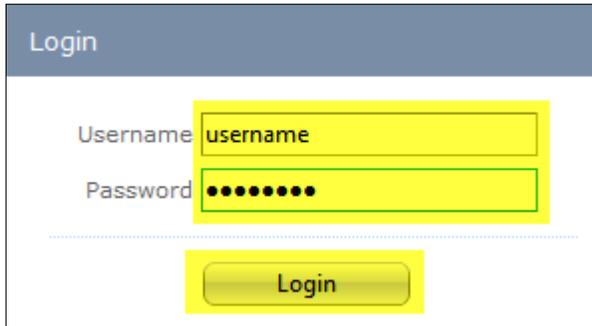


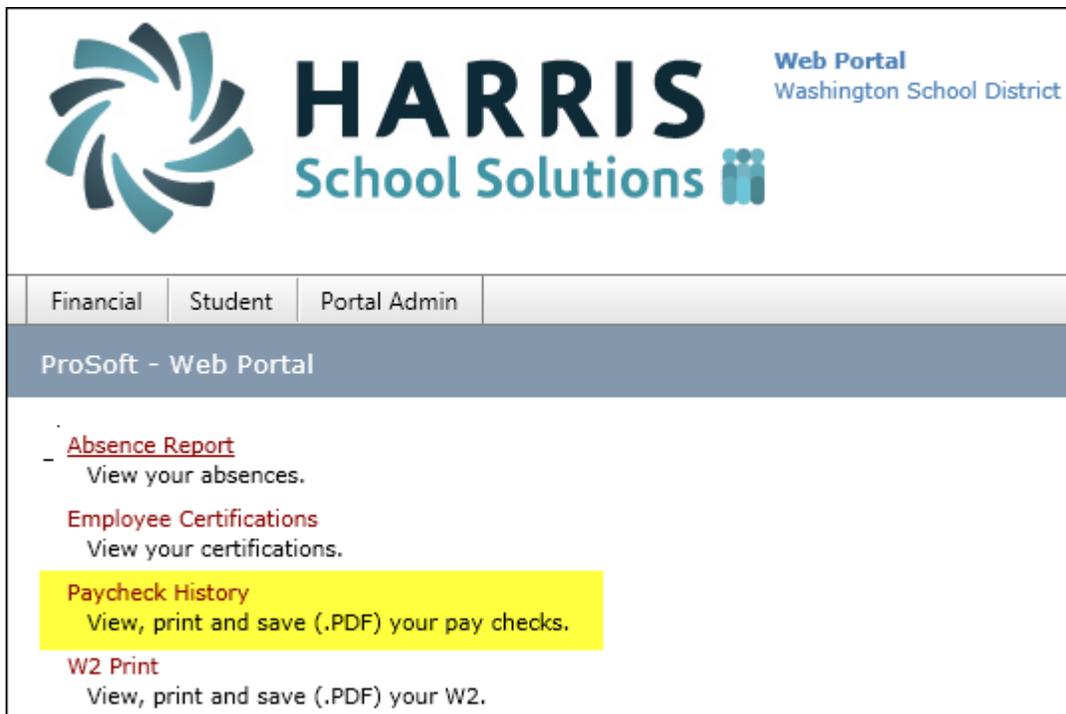
Viewing, printing and saving your paystub

1. Click the [link to the Web Portal](#), most likely on your school's website.
2. Enter your **username** and **password** then click **Login**.



A screenshot of a login form. The form has a blue header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field contains the text "username" and is highlighted with a yellow box. The "Password" field contains seven black dots and is also highlighted with a yellow box. Below the input fields, there is a yellow button with the text "Login" in black.

3. Please click [Paycheck History](#):



A screenshot of the Harris School Solutions Web Portal. The top left features a teal logo consisting of several curved segments. To the right of the logo, the text "HARRIS School Solutions" is displayed in a large, bold, dark blue font, with a small icon of three stylized figures to the right. Further right, the text "Web Portal" and "Washington School District" is shown in a smaller, blue font. Below the header, there is a navigation bar with three tabs: "Financial", "Student", and "Portal Admin". The "Portal Admin" tab is selected. Below the navigation bar, the text "ProSoft - Web Portal" is displayed. The main content area lists several options: "Absence Report" (with a red underline), "Employee Certifications", "Paycheck History" (highlighted with a yellow box), and "W2 Print". Each option has a brief description below it.

- Your *most recent* paystub is displayed. To view older paystubs, click the **dropdown arrow** and **select a pay date** or click the **Previous Paycheck** or **Next Paycheck** arrows:

← Previous Paycheck Next Paycheck →

09-09-2018	D0312478	\$1,252.29	\$1,770.84	▼
05-25-2018	D0308342	\$1,268.68	\$1,836.83	▲
05-10-2018	D0307677	\$1,303.60	\$1,886.83	
04-20-2011	D0306999	\$1,314.78	\$1,902.83	
04-08-2018	D0306343	\$1,291.72	\$1,869.83	
03-25-2018	D0305685	\$1,245.63	\$1,803.83	
03-10-2018	D0305030	\$1,245.63	\$1,803.83	

Click the blue down arrow and use the scrollbar to see paycheck history.

- To *print* a copy of the paystub, click the **Print icon**. Choose a printer and click **Print**.
- To *save* a copy of your paystub as a .PDF, **select Acrobat (PDF) file** from the dropdown, then click **Export**:

← Previous Paycheck Next Paycheck →

08-30-2018 | D0079128 | \$1,313.38 | \$2,121.50 ▼

143 paycheck records available

Acrobat (PDF) file ▼ Export

Export to the selected format

Acrobat (PDF) file

- Click **Open** to open the .PDF; click **Save** to **select a specific folder** to save the .PDF into:

Do you want to open or save **PYX_D0079128.pdf** (135 KB) from **localhost**?

Open Save ▼ Cancel ×