

Steps For Checking Payroll Portal For Dates You Were Paid For

This is available through the “Employee Self Service” tab in the payroll portal. If the “Employee Self Service” Options are inaccessible, it is because you have not yet logged into THIS page. The LOGIN tab can be found below the “Employee Self Service” tab.



The screenshot shows a vertical menu with the following items: Employee Self Service, DOE Applications, Other, and LOGIN. The LOGIN item is highlighted with a blue background and a white arrow pointing to it from the left. Below the LOGIN item, there is a 'Sign-in Help' link, a 'Network\Email Id:' field with a red asterisk, a 'Password:' field with a red asterisk, a 'Forgot Id/Password?' link, radio buttons for 'EMP ID' and 'EIS ID', a 'Required Fields' label, a 'Sign-in' button, and a 'Custodians Click Here' link.

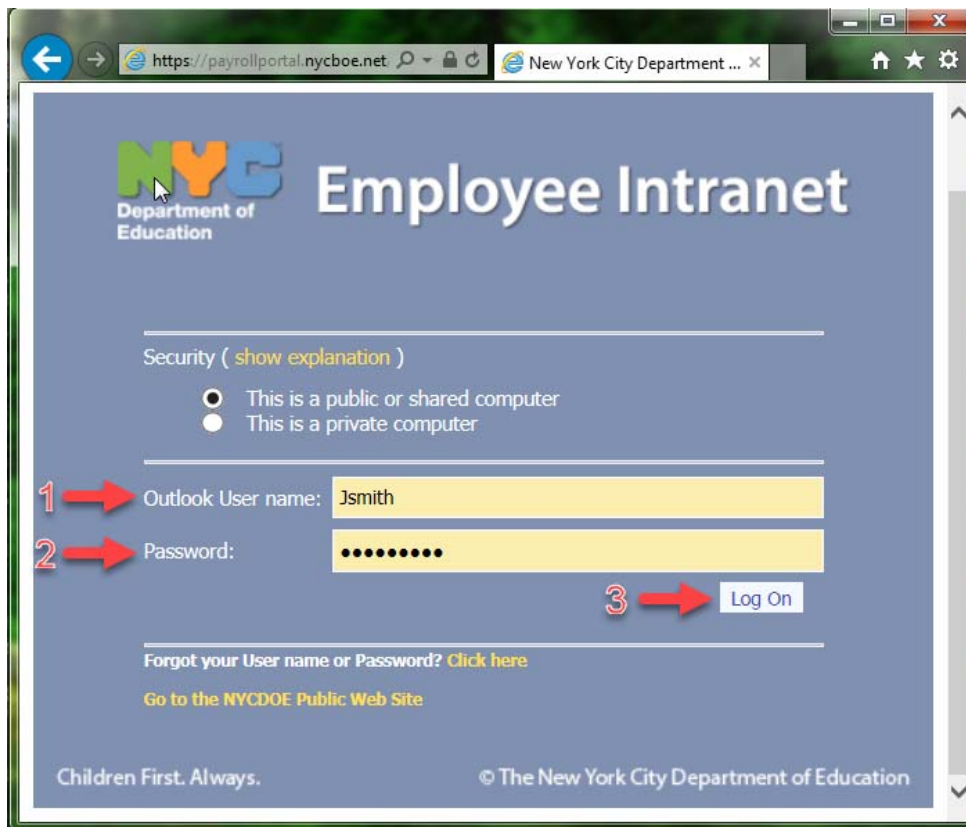
Detailed Instructions can be found below:

Using **Internet Explorer** browser, go to the following website:

<https://payrollportal.nycboe.net>

NOTE: Ensure the pop-up blocker is turned off for this website. If it is on, you may not see all the images shown below.

- 1) Enter your Outlook User name (i.e., your DOE Email ID without the “@schools.nyc.gov” part).
- 2) Enter your Outlook Password (i.e., DOE Email Password).
- 3) Click “Log On” button.



The screenshot shows the NYC Employee Intranet login page. The page has a blue header with the NYC Department of Education logo and the text 'Employee Intranet'. Below the header, there is a 'Security (show explanation)' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below the security section, there are two input fields: 'Outlook User name: Jsmith' and 'Password:'. A 'Log On' button is located to the right of the password field. Three red arrows with numbers 1, 2, and 3 point to the user name field, the password field, and the Log On button, respectively. Below the input fields, there is a link 'Forgot your User name or Password? Click here' and a link 'Go to the NYCDOE Public Web Site'. At the bottom of the page, there is a footer with the text 'Children First. Always.' and '© The New York City Department of Education'.

If your log on is successful, the screen below will be displayed.

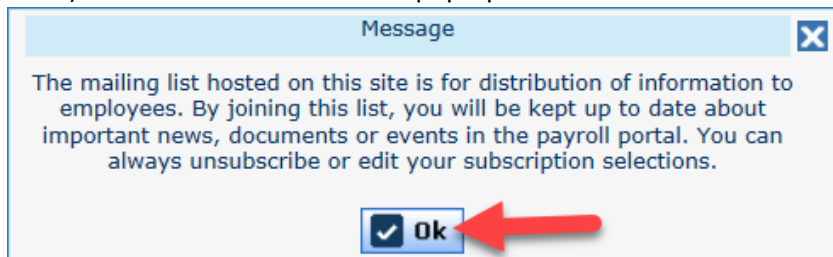
- 4) Enter your Network\Email Id (i.e., your DOE Outlook User Name).
- 5) Enter your Password (DOE Email Password).
- 6) Select one of "EMP ID" or "EIS".
- 7) Enter your EMP ID or EIS ID number based on your selection on step 6. (Must be 7 digits; add leading zero if necessary)
- 8) Click "Sign-in" button.

The screenshot shows the NYC Department of Education Payroll Portal. The left sidebar contains a 'LOGIN' section with the following elements: 'Sign-in Help', 'Network\Email Id:' with a text input field containing 'jsmith', 'Password:' with a masked input field, a 'Forgot Id/Password?' link, radio buttons for 'EMP ID' and 'EIS ID' (with 'EIS ID' selected), another masked input field, and a 'Sign-in' button. Red arrows with numbers 4 through 8 point to these elements. The main content area shows a news article titled 'Fiscal Year 2018 Bulk Jobs for Pedagogic Per Diem and Per Session Payrolls Open Until 9/15/18 Pay Period' with a date of 06/12/2018. Below it is another article titled 'Journal Entries Are Closed in PDPS for Pedagogic Per Diem and Per Session Payrolls' with a date of 06/04/2018. The page also features a 'News' tab, a 'Viewing 1 to 5 of 84' indicator, and a 'Maintenance work' section at the bottom.

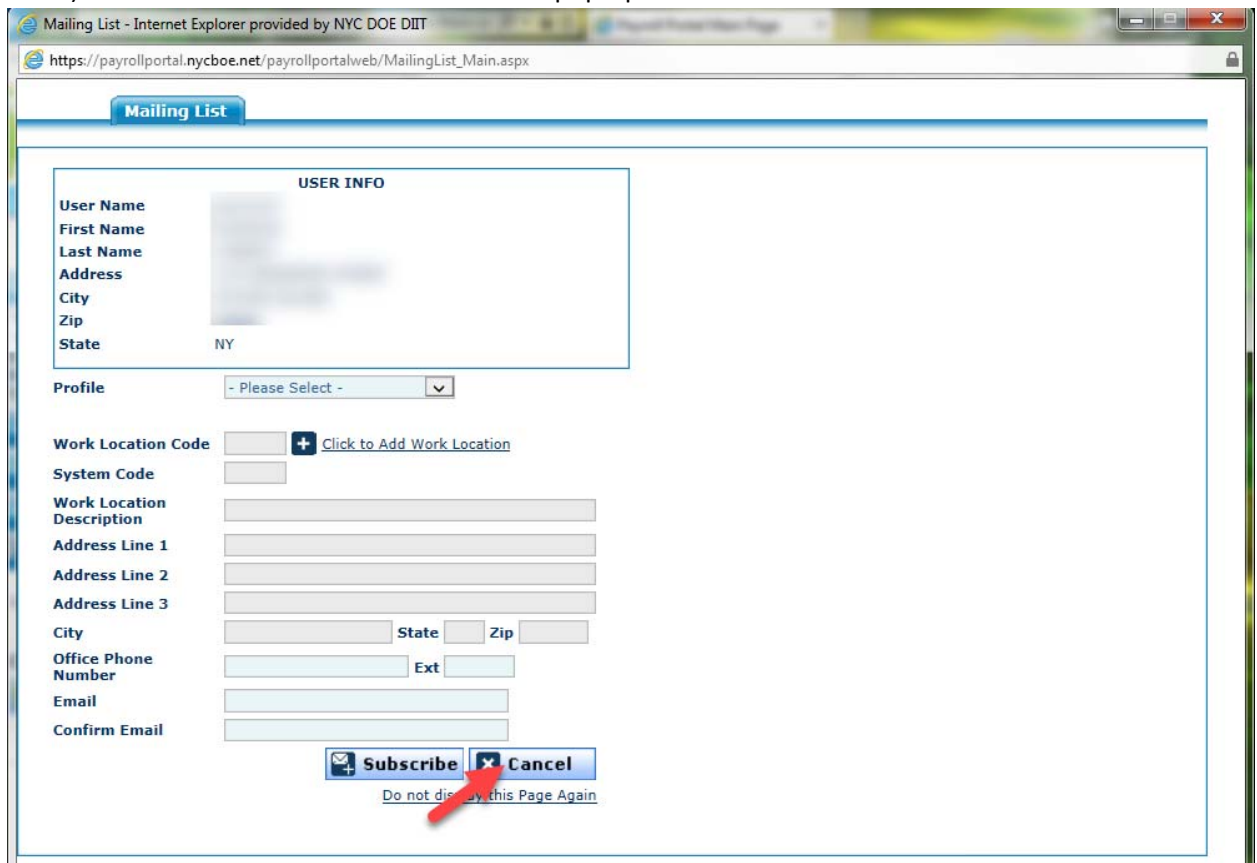
If your Sign-in to DFO is successful, you will be able to access the options in “Employee Self Service”.

Note: If after Sign-in you receive the following pop up message.

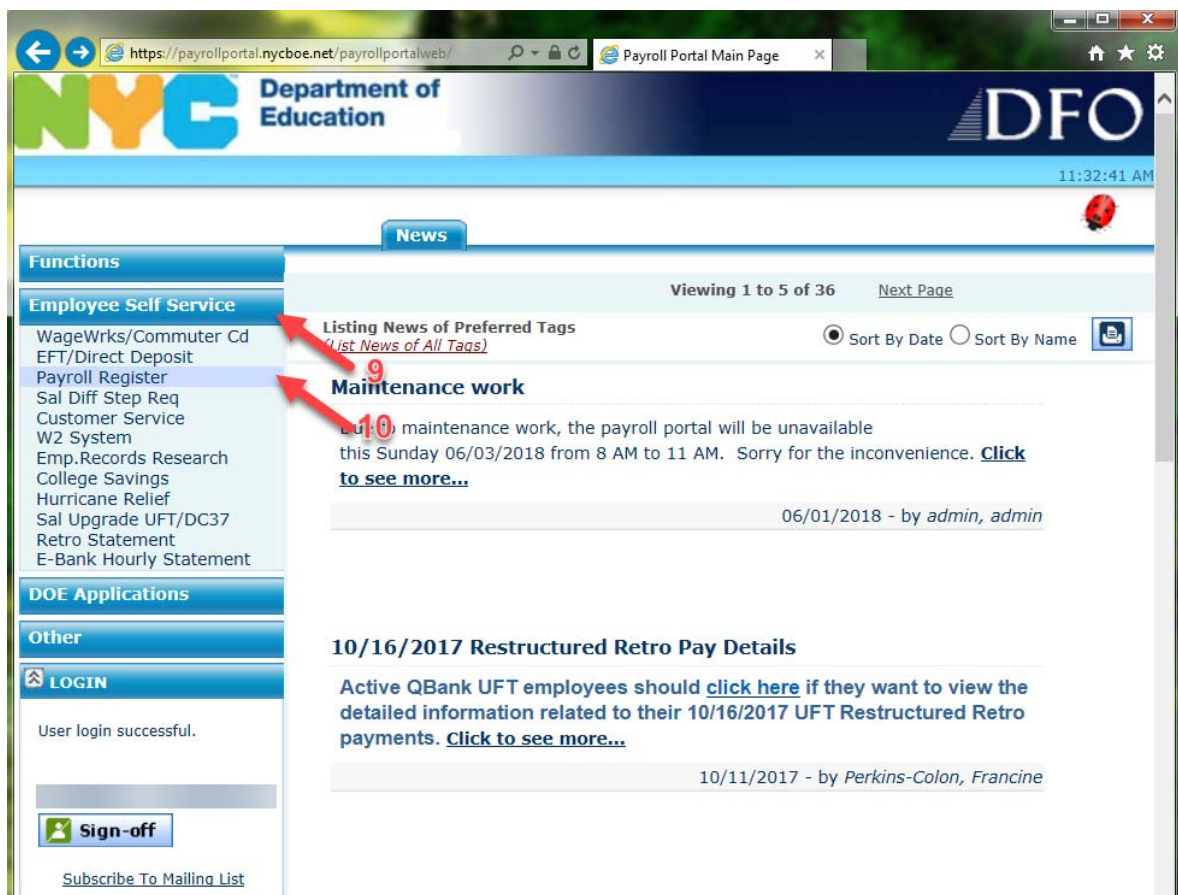
a) Click “Ok” button to close pop-up window



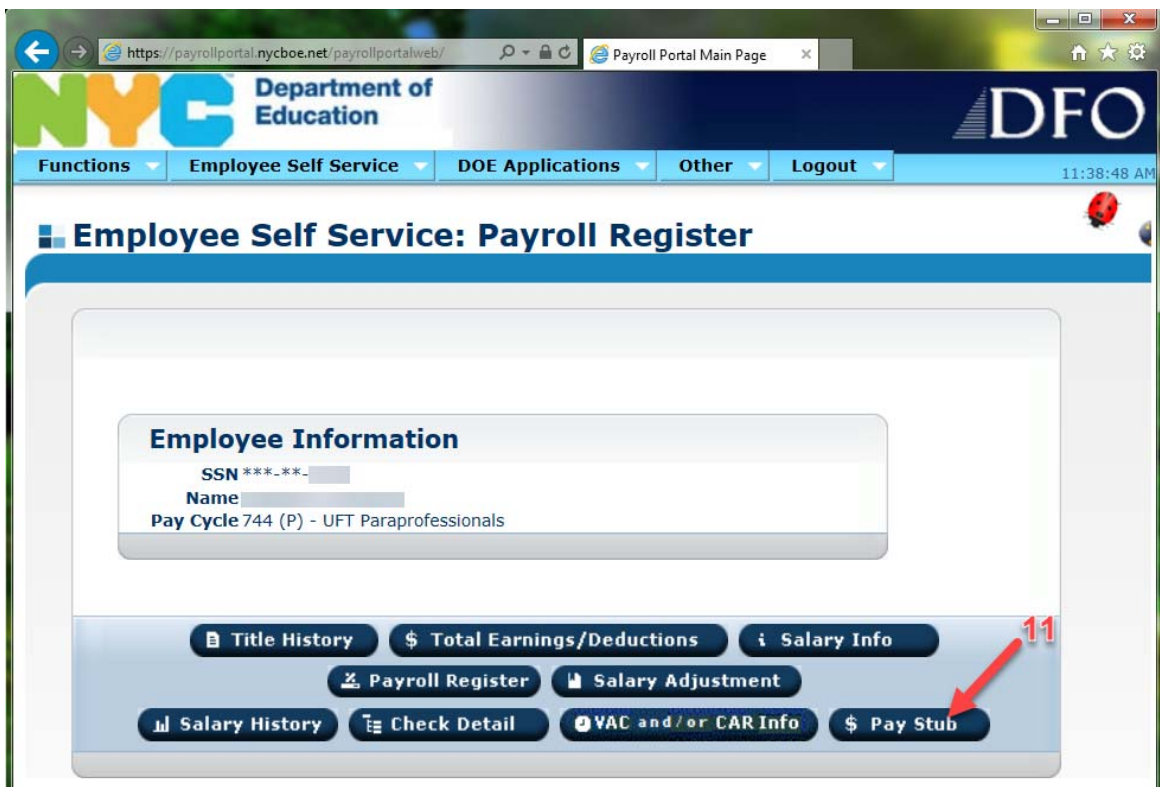
b) Click the “Cancel” button to close the pop-up window as shown below



- 9) Click on the "Employee Self Service" tab to reveal a dropdown menu.
- 10) Click on the "Payroll Register" option.

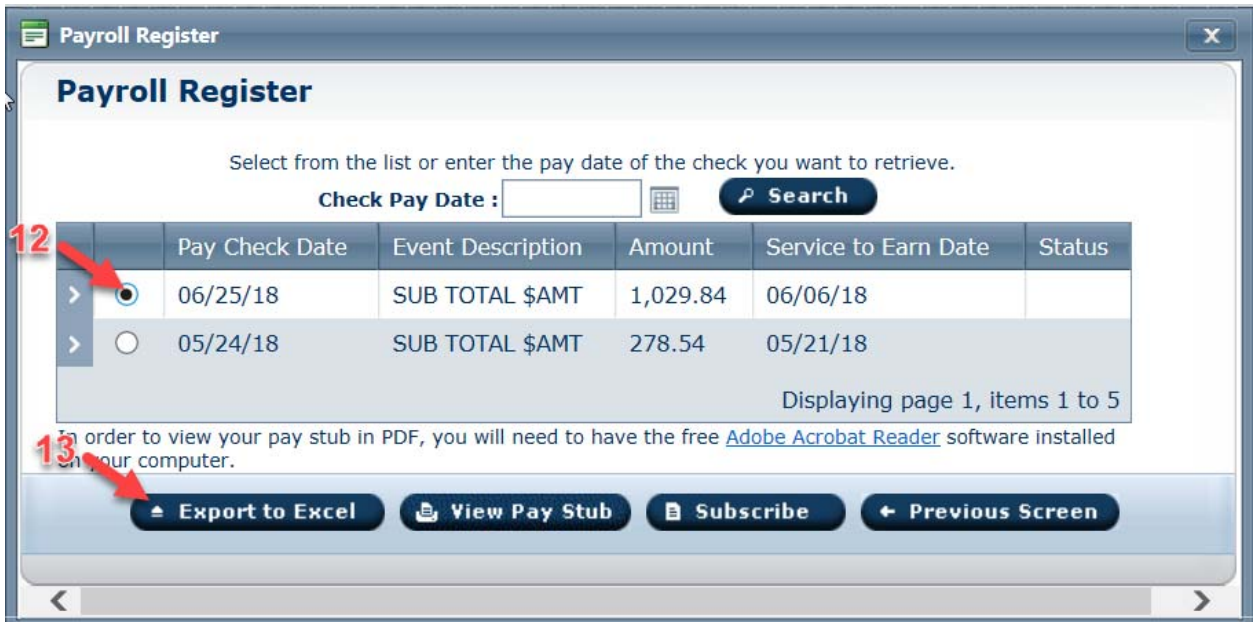


11) On the pop-up that appears (see below), Click on the “ \$ Pay Stub” button.



12) On the next screen, from the list of Pay Check Dates, select the one desired.

13) Click on the “Export to Excel” button.

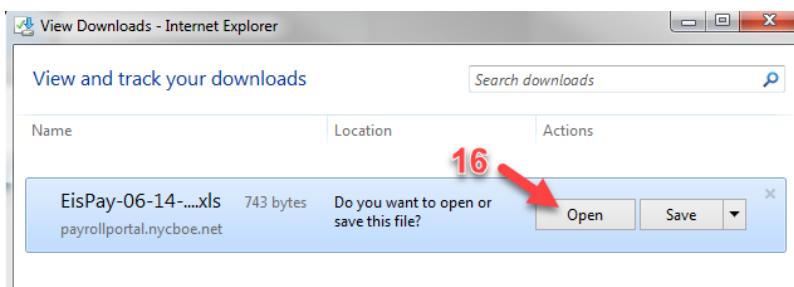


14) When the pop-up window appears, click the “Download” button.

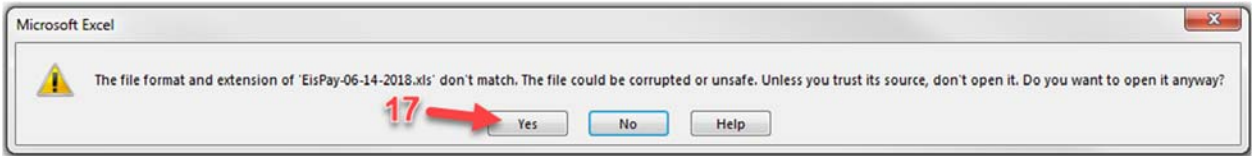
15) Click the “View downloads” button on the pop-up window.



16) Click “Open” from the “View Downloads” pop-up window.



17) Select “Yes” from the pop-up window.



18) An Excel Worksheet “Eis Pay” will open. The dates you were paid for will be listed in the “Earn Date” column of the “EisPay” Excel Worksheet.

A screenshot of an Excel worksheet titled "EisPay". The worksheet contains a table with the following data:

Pay Date #	Event Description	Amount	Earn Date
5/24/2018	SUP PAY BULK	139.27	5/21/2018
5/24/2018	SUP PAY BULK	139.27	5/18/2018
	SUB TOTAL \$AMT	278.54	5/24/2018

A red arrow labeled "18" points to the "Earn Date" column header.

If you have any questions please contact HR Connect at 718 935 4000.