How Do I Find Out Where My Paper Paycheck Was Sent?

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.

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.
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.
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

![Message]

The mailing list hosted on this site is for distribution of information to employees. By joining this list, you will be kept up to date about important news, documents or events in the payroll portal. You can always unsubscribe or edit your subscription selections.

![Ok button]

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

![Mailing List]

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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 “View Pay Stub” button.

14) The new display will show the pay stub including the “PAY DATE”,

15) The “CHECK NUMBER”.

16) The “DISTRIBUTION #” is the school to which the paper paycheck was sent.

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