

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.

The screenshot shows the Payroll Portal Main Page for the NYC Department of Education. The page is titled "Payroll Portal Main Page" and includes a navigation menu on the left. The "LOGIN" section is highlighted, and red arrows with numbers 4 through 8 point to the following elements:

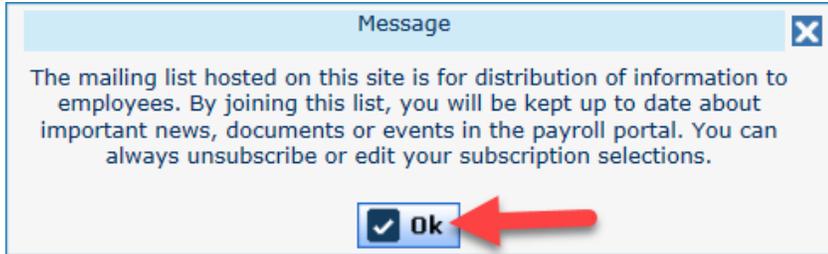
- 4) Sign-in Help
- 5) Network\Email Id: jsmith
- 6) Password: [Redacted]
- 7) Forgot Id/Password?
- 8) EMP ID (selected)
- Required Fields
- Sign-in button

The main content area displays 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 "Maintenance work" section at the bottom.

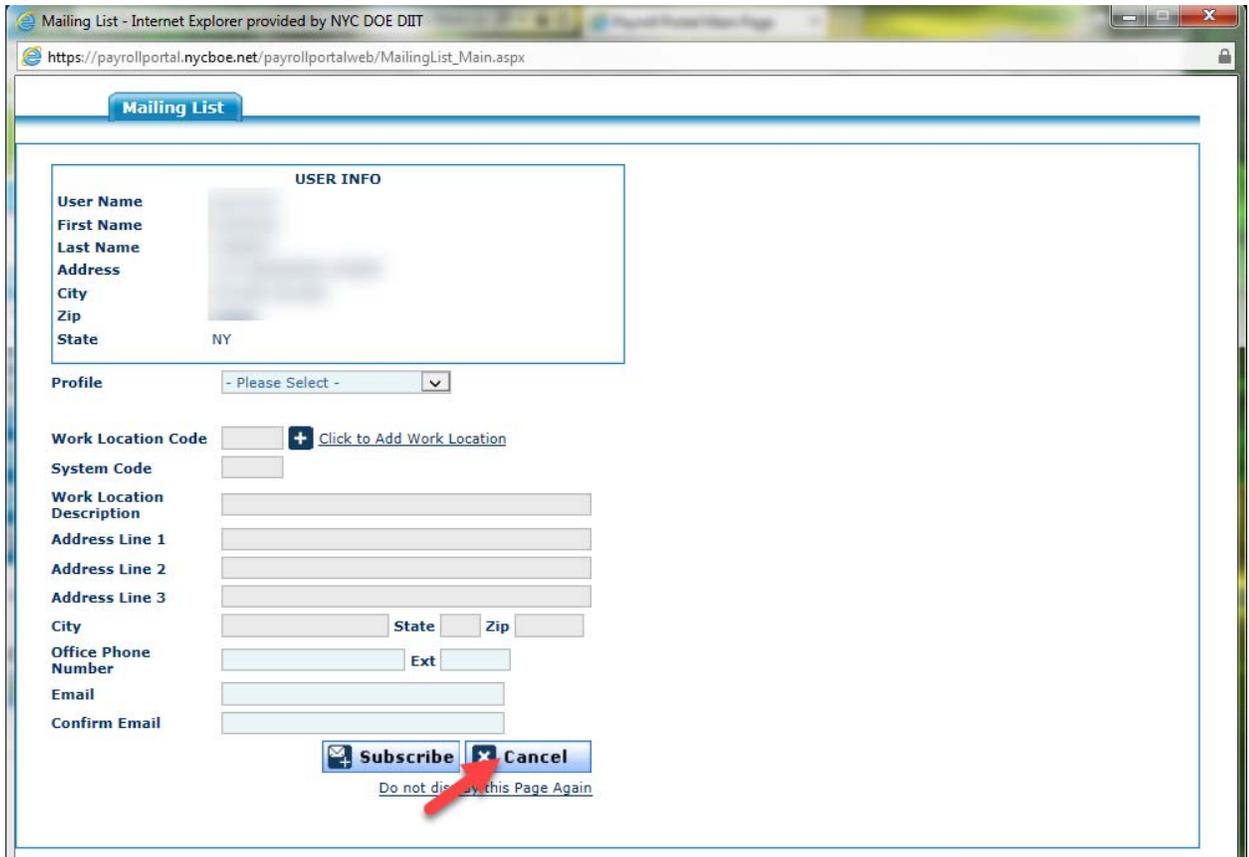
If your Sign-in to DFO is successful, you will be able to access the options in "Employee Self Service".

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

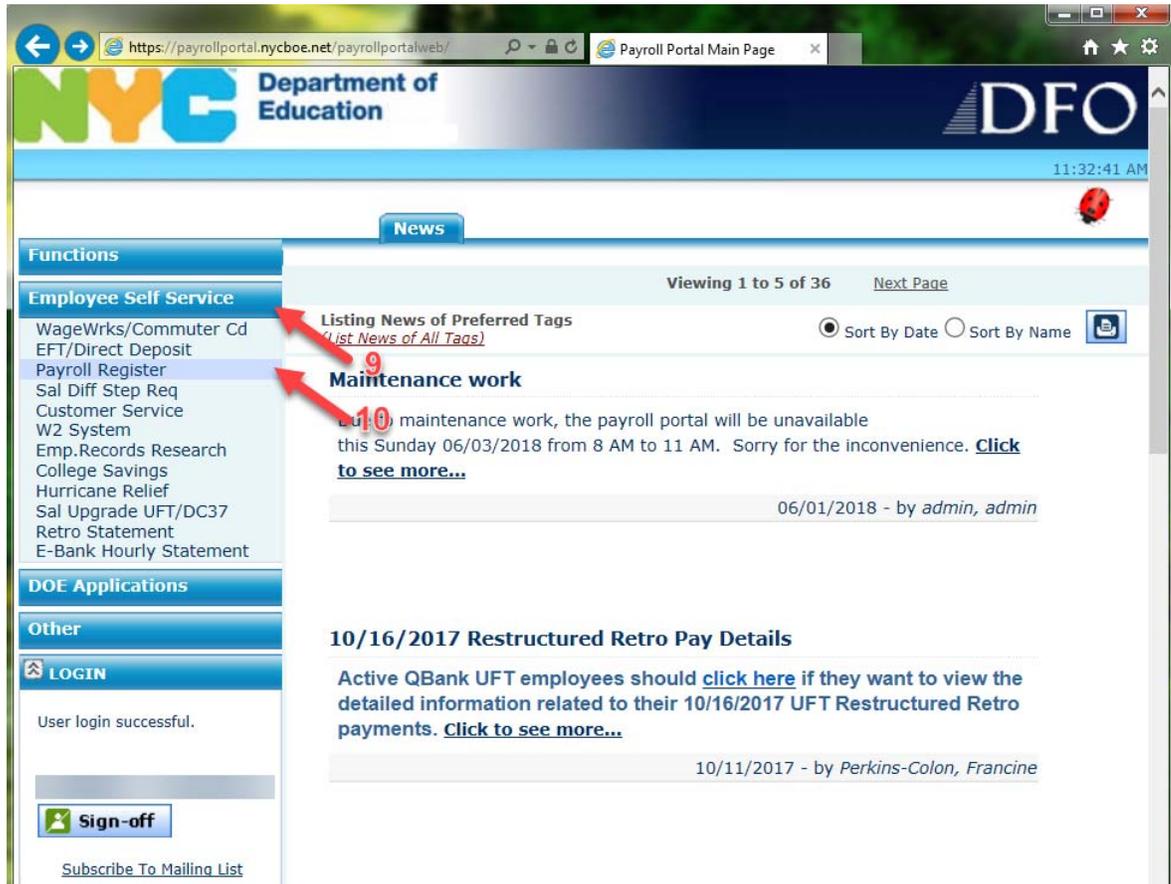
a) Click "Ok" button to close pop-up window



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.

https://payrollportal.nycboe.net/payrollportalweb/ Payroll Portal Main Page

NYC Department of Education **DFO**

Functions Employee Self Service DOE Applications Other Logout 11:38:48 AM

Employee Self Service: Payroll Register

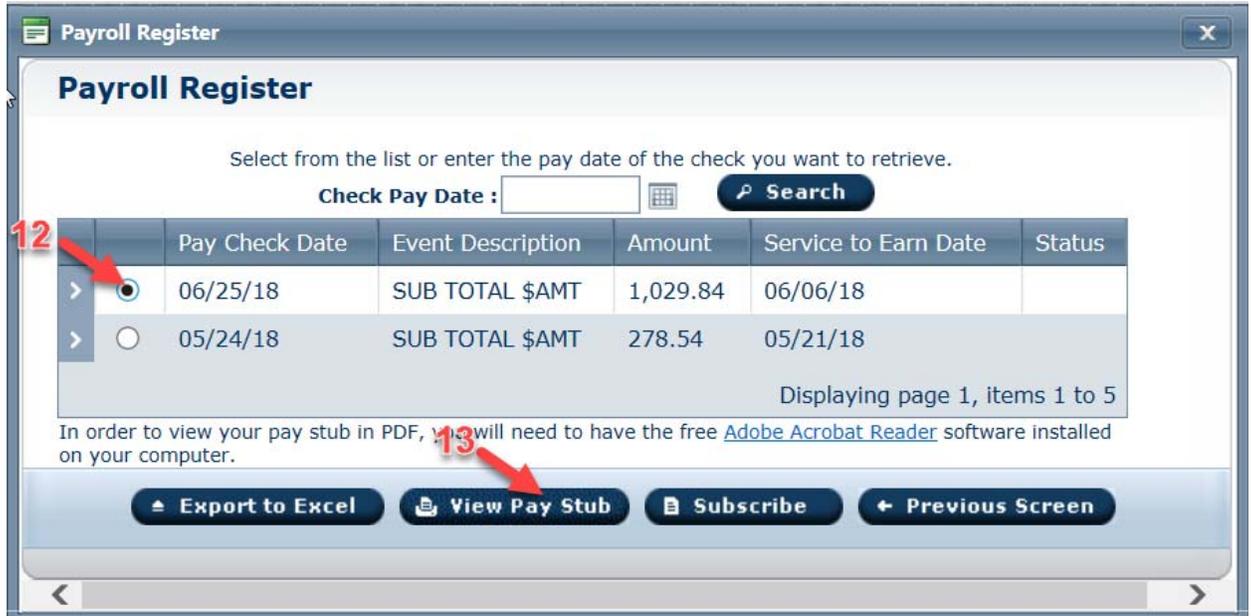
Employee Information

SSN ****.*_*-____
Name _____
Pay Cycle 744 (P) - UFT Paraprofessionals

[Title History](#) [Total Earnings/Deductions](#) [Salary Info](#)
[Payroll Register](#) [Salary Adjustment](#)
[Salary History](#) [Check Detail](#) [VAC and/or CAR Info](#) [Pay Stub](#)



- 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.

ITEM#		PAY PERIOD		PAY DATE	EMPLOYEE PAY STATEMENT				Payroll Management System			
		05/01/18	05/15/18	05/24/18					PAYROLL #	WORK UNIT	CHECK NUMBER	DISTRIBUTION #
									744		Q443 79	31R042
PENSION #		ELECTRONIC FUNDS TRANSFER INFORMATION			JSN	FEDERAL MS EX	STATE MS EX	REFERENCE #	CD	EMPLOYEE NAME		
000000					1	A 0	A 0	163				
TAX INFO		TOTAL EARNINGS	FEDERAL TAX	SOCIAL SECURITY	MEDICARE	STATE TAX	CITY TAX	CITY WAIVER	TOTAL DEDUCTIONS THIS PERIOD			
THIS PERIOD		278.54	12.44	17.27	4.04		1.44		35.19			
YEAR TO DATE		278.54	12.44	17.27	4.04	0.00	1.44		NET PAY			
DESCRIPTION		UNITS / HOUR	AMT. EARNED PRIOR PERIOD	UNITS / HOUR	AMT. EARNED THIS PERIOD	LEAVE BALANCE AS OF: 06/20/18			243.35			
SUP PAY BULK					278.54							
DESCRIPTION		BALANCE AVAILABLE HHH:MM		DESCRIPTION		BALANCE AVAILABLE HHH:MM						

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