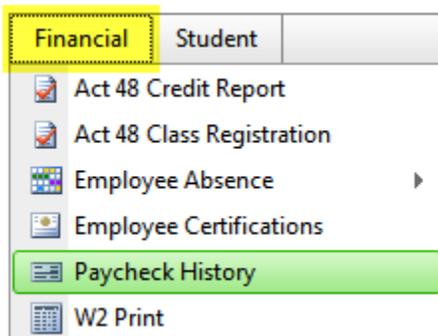


## Viewing and Printing Your Paycheck

1. Click the **link to the Web Portal** (available on the district website)
2. [https://prosoftweb.harrisschool.solutions/ProSoftWeb\\_W\\_Jefferson\\_Hills/login.aspx](https://prosoftweb.harrisschool.solutions/ProSoftWeb_W_Jefferson_Hills/login.aspx)
3. Enter your **username** and **password** then click **Login**.

4.

5. Please go to **Financial** > **Paycheck History**:



6. Your *most recent* paycheck is displayed. To view older paychecks, click the **dropdown arrow** and **select a date** or click **Previous Paycheck** or **Next Paycheck**:

◀ Previous Paycheck		Next Paycheck ▶	
09-09-2011	D0312478	\$1,252.29	\$1,770.84
05-25-2011	D0308342	\$1,268.68	\$1,836.83
05-10-2011	D0307677	\$1,303.60	\$1,886.83
04-20-2011	D0306999	\$1,314.78	\$1,902.83
04-08-2011	D0306343	\$1,291.72	\$1,869.83
03-25-2011	D0305685	\$1,245.63	\$1,803.83
02-10-2011	D0305020	\$1,245.63	\$1,803.83

7. If you want to print a copy of the paystub, click the **Print icon**  near the top, center of the screen, **choose a printer** and click **Print**.
8. Click **Logout** in the upper right-hand corner when you are finished.

