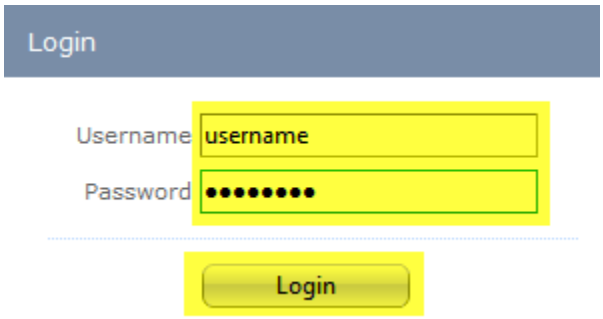
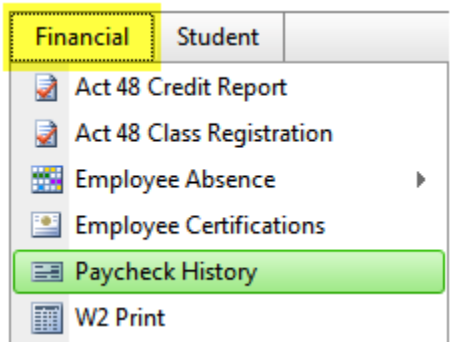
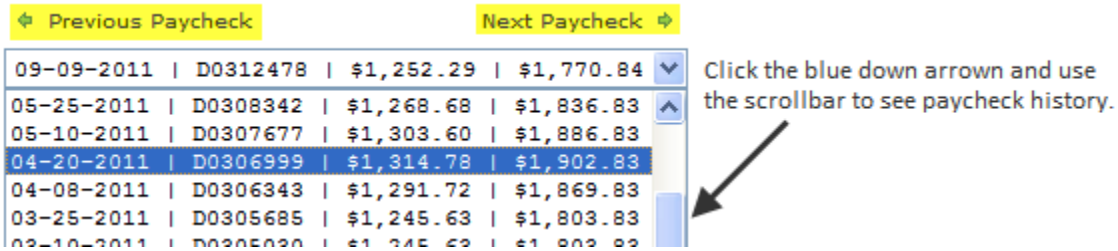
Viewing and Printing Your Paycheck

1. Click the **link to the Web Portal** **(available on the district website)**
2. https://prosoftweb.harrisschool.solutions/ProSoftWeb_W_Jefferson_Hills/login.aspx
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**:



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.

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