



Printing Your Check Stub

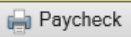
GETTING STARTED:

- 1) Go to www.davis.k12.ut.us
- 2) Click on the "Quicklinks" tab
- 3) Click on "Payroll Management"

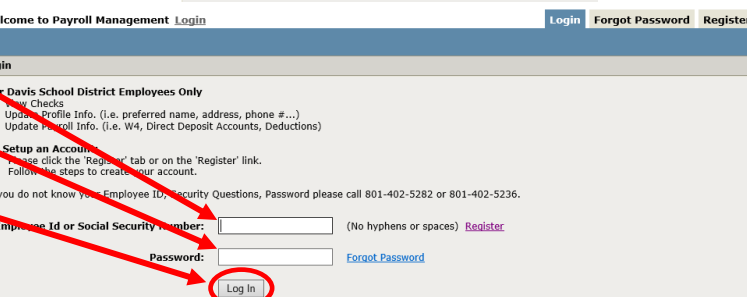
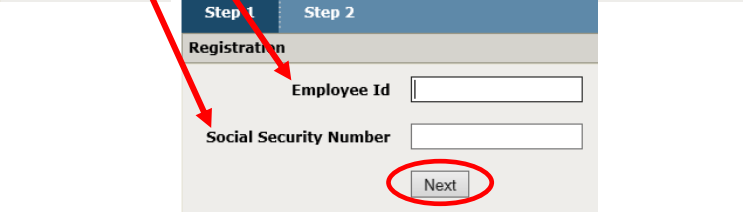
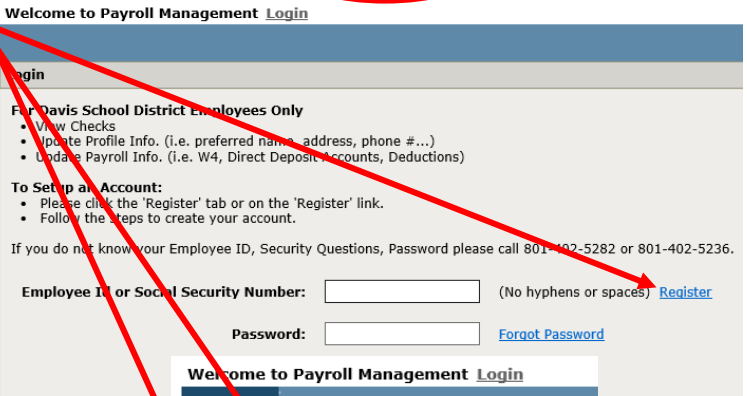
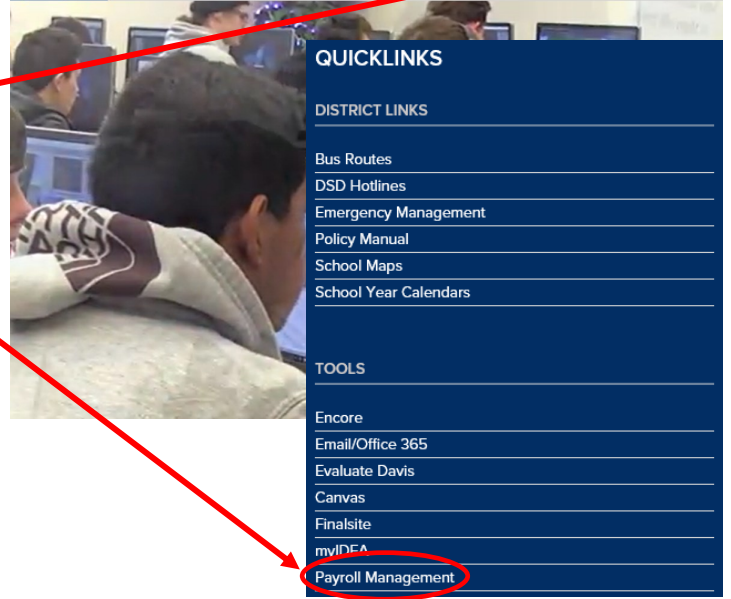
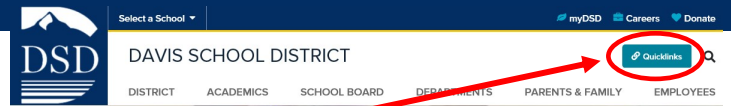
SETTING UP AN ACCOUNT:

- ◆ Click on "Register" (DO NOT enter a password yet)
- ◆ Enter your "Employee ID" (if you don't know your Employee ID it is on your badge, or check with your secretary)
- ◆ Enter your "Social Security Number"
- ◆ Click "Next"
- ◆ Follow the steps to create your account (e.g. create a password and select and answer 2 security questions)

ACCESSING YOUR ACCOUNT:

- ◆ Follow Steps 1, 2, & 3
- ◆ Enter either your Employee ID OR your Social Security Number
- ◆ Enter your Password
- ◆ Click "Log In"
- ◆ Select the "View Checks" tab
- ◆ Click on the print paycheck icon to print you check stub 

Note: Remember to "Log Out" when you are finished!



Forgot Password—Enter either your Employee ID or Social Security Number, then click on the "Forgot Password" link

If you do not remember your password and would like assistance, please call the Payroll Office at (801) 402-5285.