

# To Access your Direct Deposit Statement:

Go to: [www.hattiesburgpsd.com](http://www.hattiesburgpsd.com)

**Step 1:** Click on "[Employee Links](#)" and from the drop down box, click on "[Active Resources](#)"

Home	Leadership	Schools	Departments	<b>Employee Links</b>	Parent Links
------	------------	---------	-------------	-----------------------	--------------



**Step 2:** Click on "[Sign up for an Account!](#)", complete "[Create an Account](#)" information and click "[Create Account](#)".



User Name:

Password:

Login

[Forgot Password?](#) | [Forgot User Name?](#) | [Sign up for an Account!](#)

## Create an Account

Desired User Name:

Password:

Confirm Password:

Employee Last Name:

SSN (without hyphens):

Security Question:

Security Answer:

Email Address:

Create Account

**Step 3:** Once your account has been successfully created, enter your “User Name” and “Password” above and then click “Login”.



User Name:

Password:


Login

[Forgot Password?](#) | [Forgot User Name?](#) | [Sign up for an Account!](#)

**Step 4:** To view and/or print your Direct Deposit Statement, click “Employee” tab. A drop down box will appear. Click on the “Check/Direct Deposit” tab and your checks by date, will be listed. Click on the Direct Deposit Statement you wish to view and/or print to continue.



**Doe, Jane|Logout**

<b>News</b>	<b>Employee</b> 	
	<b>Information</b>	
	<b>Leave</b>	
	<b>Checks/Direct Deposits</b>	
	<b>W-2</b>	
	<b>Help</b>	
	<b>Clocked Time</b>	
	<b>Substitute Statement</b>	
	<b>Tax Wages</b>	
	<b>Work Schedules</b>	