Employee ID# _____

SSN   XXXXXXXX

Please cut along the dotted line

and keep in a safe place

(such as your wallet)

in the event you forget

your employee ID.

How to Look at Your Check Stub

1. Go to http://www.taylor.k12.ky.us click on **FOR STAFF**, next is **Keeis eStub** link.
     You might want to save this link in your "Favorites".

2. Login with Employee ID and PIN.
     The first time you log into eStub with your employee ID your PIN will be your Social Security # **(all nine numbers no dashes or spaces)**. You will be prompted to create a new PIN.

3. The "Check History" page will appear.

4. For detail, click on "View".
     To print, click on Print Stub at the top.

5. Click on "Back to Checks" for more options.
     W-2 information is available. Also, Employee Info will show your personal info such as Current contract amount and Sick/Personal/Emergency Day balances.

6. When finished, "Logout" at top of "Check History" screen.
     If you don't see "Logout" at the top of your screen, click on "Back to Checks".

If you have any questions or need assistance, call Deanna Cowherd at 465-5371, ext. 51180