

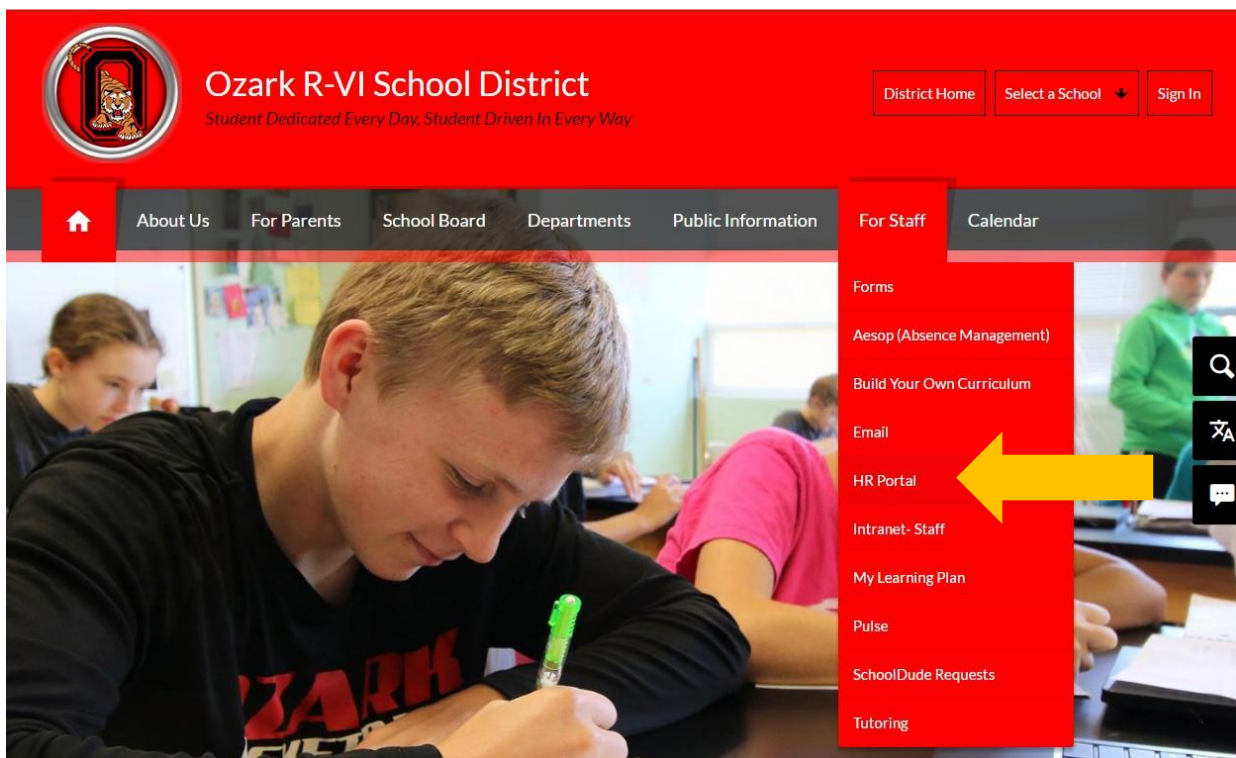
# How to View Your Paystubs

## Navigating the HR portal

1. Open the district website
2. Hover over the field titled “For Staff” with your mouse cursor



3. Locate and click “HR Portal”



4. Enter your User Name and Password, then click “Login”. If you do not have this information or do not remember your information, please contact Rachelle Bell in HR at [rachellebell@ozartktigers.org](mailto:rachellebell@ozartktigers.org) or at 417-582-5968. You may also click the forgot userid/password button.



Please Login

Enter your UserID and Password	
UserID	<input type="text"/>
Password	<input type="password"/>
version 3.12 build 160517	
<a href="#">Login</a>	
<a href="#">Forgot Userid/Password</a>	



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From this next screen, you can do a variety of tasks including changing your address, checking your W-2s, and reviewing the benefits you elected to name a few, along with viewing your paycheck.

5. Click “View Pay History and W-2’s”



[Logoff](#)

Welcome

my HRPortal

- |  |  |
|--|--|
| <a href="#">Change UserID, Password</a>    | <a href="#">Submit Personal Info Changes</a> |
| <a href="#">View Personal and W4 Info</a>  | <a href="#">View Personal Info Changes</a>   |
| <a href="#">View Leave Balance</a>         | <a href="#">View Deduction History</a>       |
| <a href="#">View Pay History and W-2's</a> |  |
| <a href="#">View Benefit History</a>       |  |



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6. The next screen will list your paystubs. Please also note, you have the ability to look into previous years.

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SISFin Portal Ozark R-VI School District

Home Welcome

Paystubs are password protected using the last 4 digits of your SSN.

View W-2		Pay History								Year			
Gross Pay	Fed Tax	State Tax	City Tax	OSDI	Medicare	PSRS	PEERS	Other	Total Ded	Net Pay	Check Date	Check #	
													Print Stub
													Print Stub
													Print Stub

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\*Looking into previous years is helpful when you are paid all 12 months of the year, but do not work all 12 months. If you are looking for June, July, or August paystubs, you will look into the previous year. Please be advised the check date will not be the pay date in these situations. Please call the payroll

7. To open and view your entire paystub, click "Print Stub" next to the check you would like to view.

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View W-2		Pay History								Year	Page 1 of 1		
Gross Pay	Fed Tax	State Tax	City Tax	OSDI	Medicare	PSRS	PEERS	Other	Total Ded	Net Pay	Check Date	Check #	
													Print Stub
													Print Stub
													Print Stub

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8. You will be directed to a new page requesting a "password." As indicated above in red text, "Paystubs are password protected using the last 4 digits of your SSN" (social security number). **Click into the password box and ENTER THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.**
9. Your paystub will then open. From here, you can print and save the document.