

ANNOUNCEMENT – ALL EMPLOYEES

Beginning in September 2017, paper copies of pay stubs will no longer be issued. Employees will have access to a copy of their pay stub through Timekeeper. Time Keeper is accessible via the internet wherever wifi is available. It is not necessary to be on school premises to access Timekeeper. If you don't know your Employee# and Pin#, call the central office payroll department to receive the information.

Instructions for accessing Payroll Check copies:

You can access Time Keeper from the Alexander County Schools website. www.alexander.k12.nc.us
The link is available under Quick Links on the bottom left of the website page.

The screenshot shows the Time Keeper login interface. On the left is a menu with options: Home, Employee Profile (Personal Information, Tax Information, Change Pin), and Inquiries (Clock In / Out, Time Sheet, Leave Balance, Check History, Requests). A yellow callout box points to 'Check History' with the text: 'After logging in with Employee # and Pin # Click on "Check History" to the left of screen.' In the center is a 'Log In' form with an 'Employee Number' field and a numeric keypad (1-9, 0, DEL, CLR), plus 'Cancel' and 'Enter' buttons. On the right, a box displays 'Current Time/Date on Server: 04:15:28 PM 13 Sep 2011 (Tue)'. A note box states: 'NOTE: The Current Time/Date on Server is displayed on the Sign In/Sign Out screen is static.'

Check History

This screen allows you to view any available checks.

The screenshot shows the 'Check History' screen. At the top, there is a 'Period:' dropdown menu set to 'August 2011'. Below it, the text 'Checks Found:' is followed by a table. The table has two columns: 'Check #' and 'Date'. One row is visible with 'Check #' 21490 and 'Date' 08/31/2011. To the left of the table is a 'View' button.

Check #	Date
21490	08/31/2011

- Select a time period from the **Period** dropdown list. A list of checks for that period will display.
- Click **View** next to the **Check #** to display that check.
- The check will display as a PDF in Internet Explorer.
- Checks remain available to view and/or print for 2 years

All employees can access Timekeeper even if they do not use it to sign in and out each day. (This includes Substitutes and part-time temporary employees). Anyone that does not know their employee id# should contact the central office finance department.