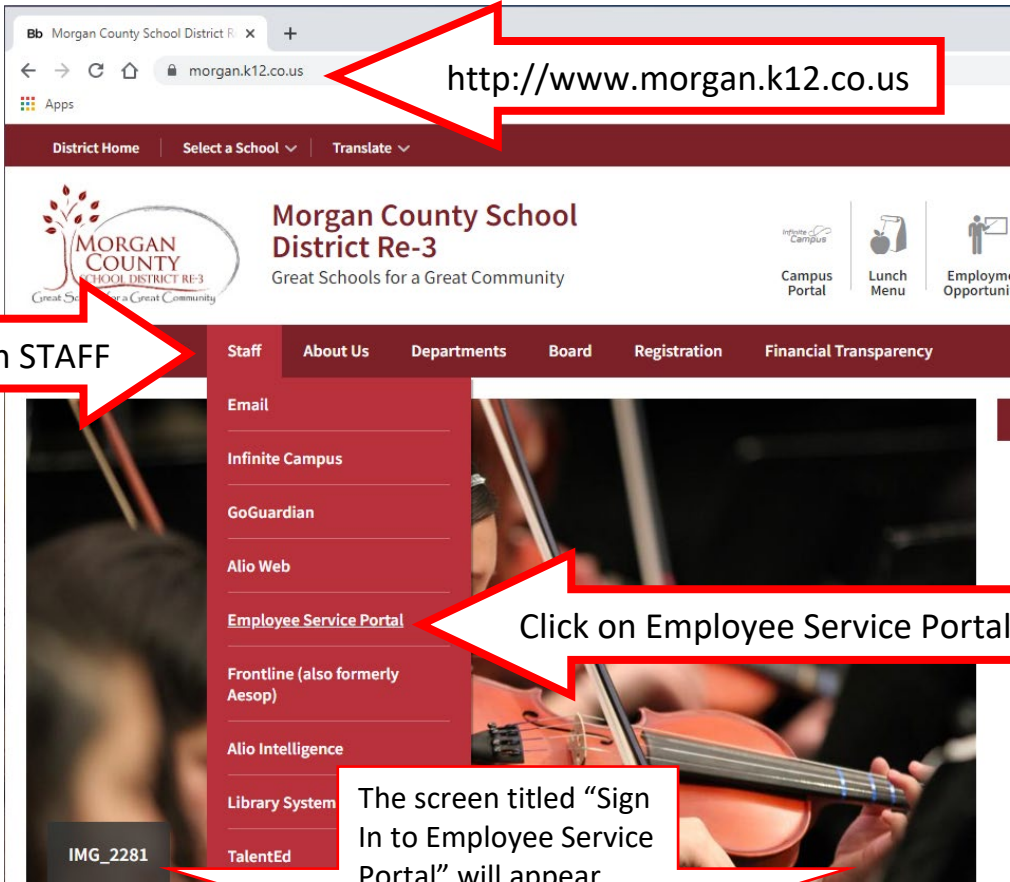
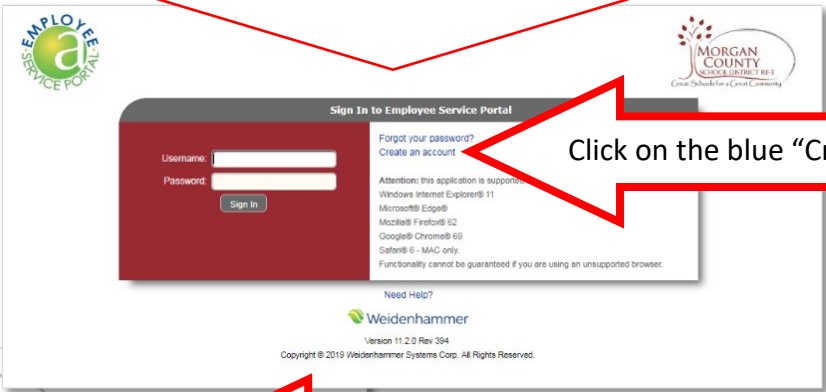


WHERE IS MY PAY STUB?

You have the ability to access your payroll information through the web, at your convenience. The Alio Employee Service Portal allows employees to directly access personal payroll information, W-2 forms, just to name a few. To create your account, follow the instructions below.

Employee Service Portal

To create your account in the Employee Service Portal, you will need your name and “Employee Number”. The Human Resources Department will provide you with your “Employee Number”. Go to our District web page at www.morgan.k12.co.us, click on “Staff”, then click on “Employee Service Portal”.

A screenshot of the 'Create New Account' screen. It contains two main sections: 'Personal Information' and 'Profile Information'. The 'Personal Information' section includes fields for Employee No., First Name, Last Name, Last 4 of Social Security No., Birth Date, and Zip Code. The 'Profile Information' section includes fields for User Name, New Password, Confirm Password, E-mail, and three personal questions with answers. At the bottom, there is a 'Submit' button and a 'Cancel' button. A red arrow points to the 'Create New Account' title.

Complete all the fields on the “Create New Account” screen then click on the “Submit” button to complete your enrollment. An email with an activation link will be sent to your email. After creating your account, return to the District web page, click on “Staff”, “Employee Service Portal”, then log in using the User Name and Password that you just created. Click on the Payroll tab to open the current year’s calendar. To see your paycheck information, click on a green highlighted date in the calendar for that month’s paycheck. Feel free to contact the District Support Center if you have any questions.

