

### PALS Pay Stub Access

#### Steps in accessing your pay stub with in PALS:

- Go to: <http://www.accd.edu>
- Select the PALS link on the left
- Within the “Login to PALS” box select your college
- Login to PALS
  - PALS user id (USERID@mail.accd.edu)
  - password
- Click login
- Select the “Employee” tab
- Select “Welcome to PALS Web Service” (Within PALS Web Service Channel)
- Select “Employee”
- Place your cursor over “Payroll”
- Select pay stub from the drop down list
- Select the year in which the pay check was issued
- Click select
- Select the date of the check
- Click select
- The pay stub will appear

### Steps to Change PIN

- Go to: <http://www.accd.edu>
- Select the PALS link on the left
- Within the “Login to PALS” box select your college
- Login to PALS
  - PALS user id (USERID@mail.accd.edu)
  - password
- Click login
- Select the “Employee” tab
- Select “Welcome to PALS Web Service” (Within PALS Web Service Channel)
- Select “Employee”
- Place your cursor over “Personal Info”
- Select “Change your pin”
- Enter your old pin
  - Note: Your default pin is the four digits year and two digit month of your birth. Example: If you were born in September, 1965 “196509”
- Enter your new pin and also enter the new pin in the Verification field
- Click “Submit”
- Your pin has been changed

## Web For Employee Pay Stub Access

To view your pay stub information via Web For Employee follow these steps:

- Go to the url <http://www.accd.edu/ehomepg.htm>
  - Click on “Click Here To Enter”
  - Enter your Employee Id (this is your social without hyphens)
  - Enter your PIN (this is your four digit birth year followed by 2 digit birth month)
  - Click the Login button
- Place the mouse over the Payroll tab and Select Pay Stub
- Select the year of the pay stub
- Click the Select button
- Select the check date by using the drop down arrow
- Press the Select button
- Now you will view the Check Stub History
- To exit the url press Exit (in the top right hand corner)

## Steps to Change PIN

- Place your cursor over “Personal Info”
- Select “Change your pin”
- Enter your old pin
  - Note: Your default pin is the four digits year and two digit month of your birth. Example: If you were born in September, 1965 “196509”
- Enter your new pin and also enter the new pin in the Verification field
- Click “Submit”
- Your pin has been changed