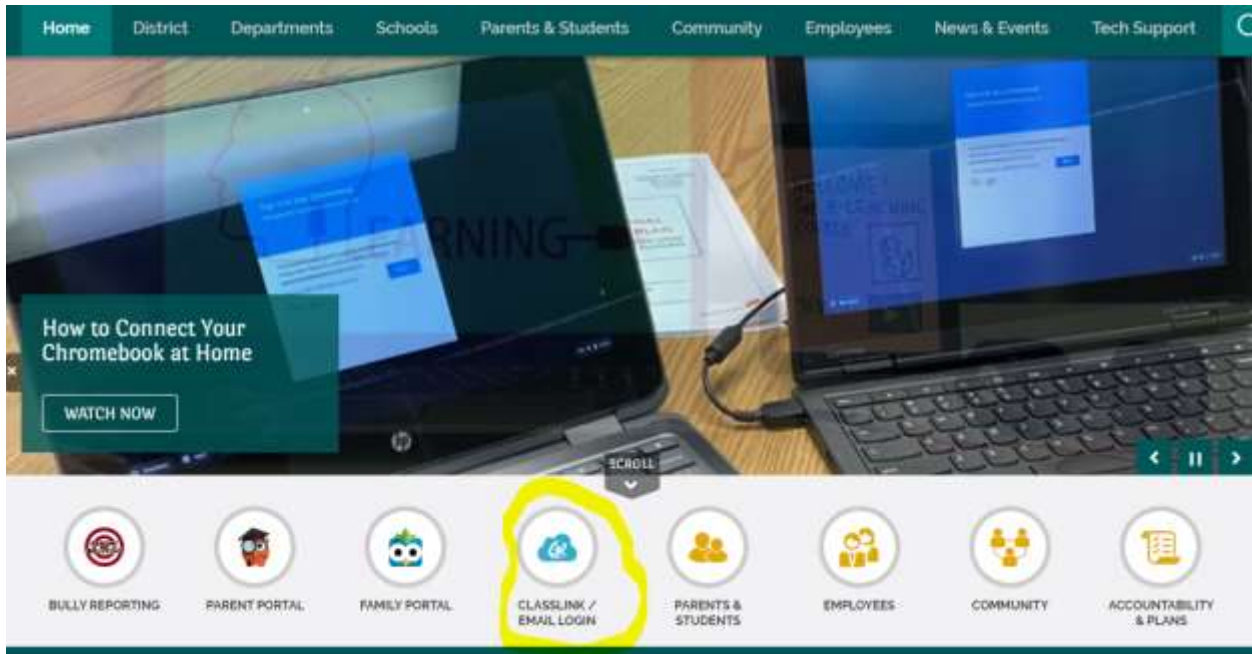


How to Access Your Paystub Online

1. Access ClassLink from your desktop or from our website.
Yourcharlotteschools.net



2. Login to ClassLink



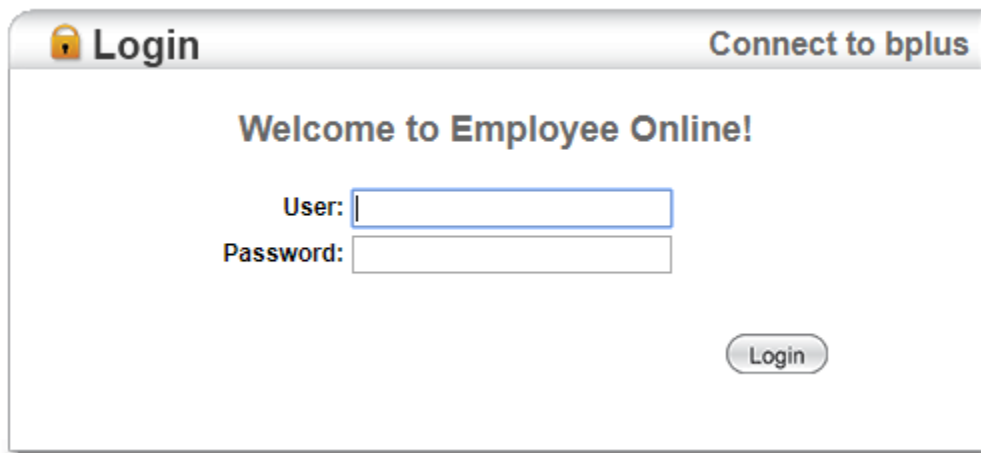
3. Locate the Employee Resources File



4. Locate the Employee Online App



5. Login using your district credentials (Employee ID/Password)



The login form is titled "Login" with a lock icon and "Connect to bplus" in the top right. The main heading is "Welcome to Employee Online!". It contains two input fields: "User:" and "Password:". A "Login" button is located at the bottom right.

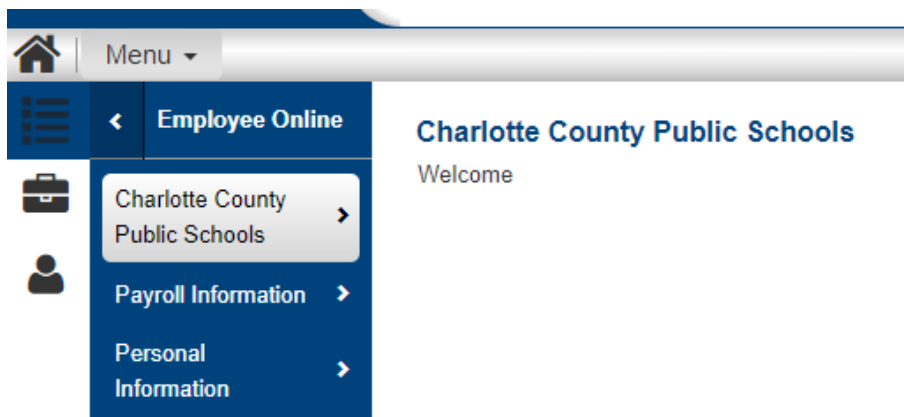
6. Once logged in you will see the welcome screen



7. From the welcome screen click on the menu drop down.



8. Click on Payroll Information



9. Then choose Check Stub

The screenshot shows the 'Employee Online' web application. On the left is a navigation menu with 'Employee Online' selected, and sub-menus for 'Charlotte County Public Schools', 'Payroll Information', and 'Personal Information'. The main content area is divided into 'Payroll' and 'Check Stub' sections. Under 'Payroll' are 'Tax Withholdings', 'Direct Deposit', and 'Leave Tracking'. Under 'Check Stub' is a link 'Check Stub > 04/01/2020' which is highlighted in yellow. To the right, under 'Tax Forms', are '1095-C Affordable Care Act' and 'W-2'.

10. This will show you a list of all available paystubs

The screenshot shows a 'Check Stub' list view. At the top is a blue header with 'Check Stub' and a sub-header 'Check Stub'. Below this is a table with two columns: 'Check Date' and 'Check Number'. The first row shows '04/01/2020' and '848612'.

11. To view the information click on the blue check number

The screenshot shows the detail view for a 'Check Stub'. It has a blue header with 'Check Stub' and a sub-header 'Check Stub'. Below this is a table with two columns: 'Check Date' and 'Check Number'. The first row shows '04/01/2020' and '848612', where the check number is highlighted in yellow.

12. All paystubs going forward will be archived in Employee Online. If you wish to print or save a copy to your computer, simply click on the PDF button on the top right hand corner of the screen. A copy of the stub will download to your computer. Once you open it, you can save a copy to a desired folder or print from the PDF tools.

848612 - 04/01/20



When the file downloads it will appear on the bottom left corner of your screen.

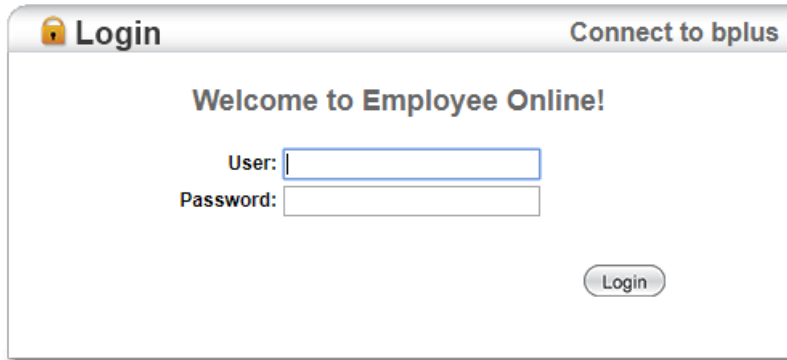
The screenshot shows a file download notification at the bottom of a browser window. It displays a PDF icon, the filename 'CheckStub (6).pdf', and an upward-pointing arrow.

13. When you are done viewing your paystub it is very important that you log out. This will ensure your private information is not accessible to anyone else. Click on the lock in the top right-hand corner of the screen.



14. If you successfully logged off you will see this screen.

You have been logged off as requested.

A screenshot of the "Login" window. The window title is "Login" with a lock icon on the left and "Connect to bplus" on the right. The main content area says "Welcome to Employee Online!". Below this, there are two input fields: "User:" followed by a text box and "Password:" followed by a password box. A "Login" button is located at the bottom right of the window.