

## \*\*\* NOTICE \*\*\*

### \*\*\* To All LTISD Employees \*\*\*

Effective November 1, 2010 LTISD will no longer print and distribute individual pay statements, but will provide online individual pay statements for each employee to access.

The security for Employee Access is self-administering and allows employees to define their own user ID, password, and hint question. If an employee forgets his user ID or password, the system will send the employee an e-mail with this information, provided he/she has entered validation information and correctly answered the hint question.

## TO SET UP EMPLOYEE ACCESS TO ONLINE PAY STATEMENTS:

### To log in as a new user:

Enter the following URL, <http://www.ltisdschools.org/paystatement>

On the next screen, click on **New User** on the left-hand side.

1. The **Employee Social Security Number** field will be displayed, type in your social security number.
2. In the **Date of Birth** field, type your birth date in the MM DD YYYY format.
3. In the **Zip Code** field, type your five-digit zip code.
4. Click **Find**.
  -  This data is verified to ensure that you are authorized to use the system.
  -  The **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields are displayed and are protected.
  -  Additional fields are displayed for the new user.
  -  If you are not a new user but have forgotten your password, the **Forgotten Password** button is displayed. Click **Forgotten Password** and proceed with the instructions in the **If you have forgotten your password** section below.
5. In the **User ID** field, type an ID of 4-12 characters. (No embedded spaces are allowed.)
6. In the **Password** field, type a 6-12 character password. Upper and lower case, numerics, and special characters are accepted. The user ID and password cannot be the same. (No embedded spaces are allowed.)
7. In the **Password Verification** field, type the 6-12 character password that you typed in the **Password** field.
8. In the **Work E-mail** field, type the work e-mail address if it does not exist in current data. E-mail that already exists will be displayed but will not be able to be updated.
9. In the **Home E-mail** field, type the home e-mail address if it does not exist in current data. E-mail that already exists will be displayed but will not be able to be updated.
10. In the **Hint** field, click  to select the question you will be asked in the event that you forget your password at a later date.
11. In the **Hint Answer** field, type the answer to the hint.
12. Click **Save Profile**.
13. The system toggles to the Main Menu to allow you to select another Employee Access page.

### If you have forgotten your password:

1. The **Employee Social Security Number** field will be displayed. Type your social security number.
2. In the **Date of Birth** field, type your birth date in the MM DD YYYY format.
3. In the **Zip Code** field, type your five-digit zip code.

4. Click **Find**.
  - + This data is verified to ensure that you are authorized to use the system.
  - + The **Social Security Number**, **Date of Birth**, and **Zip** fields are displayed and are protected.
  - + If you are not an established user with a password but are a new user, the **New User** button is displayed.
    - o Click **New User** and proceed with the instructions in the **To log in as a new user** section above.
  - + If there is not an e-mail address on record, you are instructed to call personnel to have your information deleted. After the personnel information is deleted, you may then reregister as a new user.
5. The hint question is displayed to which you provided an answer when you signed in as a new user.
  - + In the **Hint Answer** field, type the answer to the hint.
  - + You have three chances to answer the question correctly.
  - + If the question is not correctly answered, the answer will be protected, and you will be asked to call personnel to have your security information deleted.
6. A system message instructs you to select the e-mail address to which you want your user ID and password sent. Click  to select the e-mail address.
7. Click **Submit**.
8. Check your e-mail account for the user ID and password and attempt to log in again