

## **TO VIEW/PRINT BOTH PAY STUBS & W2'S FROM THE EIS SYSTEM**

You must be on Direct Deposit or SFFCU (previously OCTFCU) Net Check and No Printed Copy!!!

### **Questions??**

1. *\*\*Have you already done these steps once and forgot your password? All you have to do is answer your secret question & your password will be emailed to you. If you have been locked out, all you have to do is answer your secret question & this will unlock you. (do not follow these instructions)*
2. *Is this your first time? Follow these instructions.*

Your Employee ID# is:

### **First Screen:**

Website address important: Do Not Forget the S in <https://eis.ocde.us>

First field: User ID#280000???? (must be 10 digits)

NOTE: Subfinder ID# is only 9 digits.....you must add another zero after #28

Second field: Last 4 digits of Employee ID#280000???? Plus last 4 digits of your Social Security Number

### **Second Screen:**

First and Second Fields: Same as First Screen above

3rd Field: New Password: Cannot be the same as above

- must be 7 to 15 characters
- must have 2 alphabetic characters
- must have 2 numeric characters

4th Field: Confirm Password.....same as third field (**save this for future use**)

\*\*5th Field: Secret Question? (**save this for future use**)

\*\*6th Field: Answer to Secret Question (**save this for future use**)

\*\*7th Field: Your email address...OCDE will use to contact you (**save this for future use**)

### **Third Screen:**

You must accept the disclaimer in order to continue.

Now you will see the Employee Profile page.

Click on ON-line Pay Stubs or W2

You will be able to view and/or print 3 years history of both your pay stubs and W2's

At this screen, you can also change your password, email address, and secret question.

If you encounter any problems, please feel free to call your Payroll Technician for assistance at ext. 2066 for Classified or ext. 2065 for Certificated.

**Last Helpful Hint:** Set up a file in Excel or Word to save your ID#, password, email address, and secret question for EIS so if in the future you have a memory lapse, you can open this file and refresh your memory.