

Direct Deposit Online Pay Stub Registration

Once you sign up for Direct Deposit, you will need to register with the directions below to view your pay information. You will not be receiving paper stubs on payday.

How to get started:

- Any pay stub from the past twelve months
- Access to a computer and web browser and Adobe Reader 6.0 or higher
- An e-mail address (home email recommended)

Turn off your “Pop Up” Blocker before beginning

For security purposes, you must log-in only through the District’s web page. No Bookmarking.

- Open web browser and connect directly to the District’s web page – www.guhsd.net
- Click on the Staff tab
- Click on “Employee Toolbox”
- Click on “[SDCOE Pay Stubs – to view your paystub](#)”
- Go to the bottom of the login page, click [HERE](#) to register. This will take you to the Employee Self-Registration for Online Pay stub page.
- Enter the following information from your pay stub:
 1. Employee ID Number - it is found on the pay stub to the right of your name in the “Employee No.” block (xxx-xxx). **Make a note of this number – it is your login ID number.**
 2. Date of Birth
 3. Middle two numbers of your Social Security number
 4. Pay stub warrant number – this number is found at the top of the pay stub on the far right
 5. Pay stub issue date – found at the top of the pay stub to the left of the warrant number
 6. E-mail address – You can use your District or home e-mail address (home email preferred); re-enter to confirm
 7. Password – create your password (1-18 characters); re-enter to confirm
 8. To complete registration – Click on the [Register](#) button

After registration is completed, click on “Login” link at the bottom of the registration page. You may now login using your Employee No. and Password.

All fields are required to register. You may click on the Help button at any time for instructions or to view the Online Tutorial go to the paycheck information page and click on the Tutorial Button.

If you do not have direct deposit, sign up – it’s easy!