



PAY STUBS

Employee Self Serve

Locating Your Paystub in the Staff Portal

****Paystubs are not accessible using Safari or FireFox. Please use Internet Explorer or Chrome only.**

Step 1: To access the system, go to www.ddsb.ca and click on **Staff** at the top of the page:

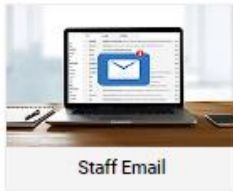


Step 2: Choose and click on the **EMPLOYEE SELF-SERVE (E.S.S.)** box:

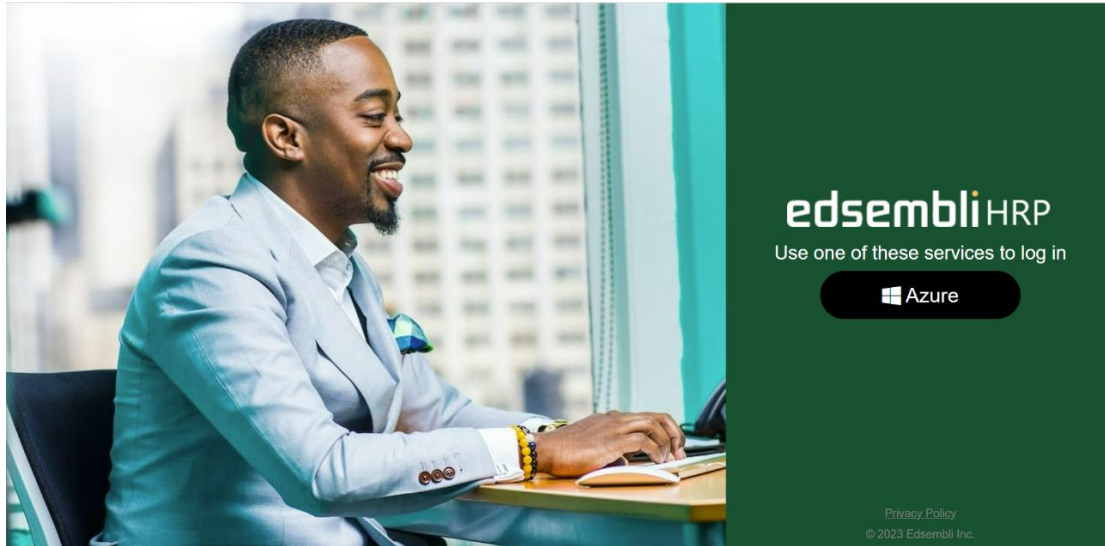
Staff

Welcome to Staff Resources

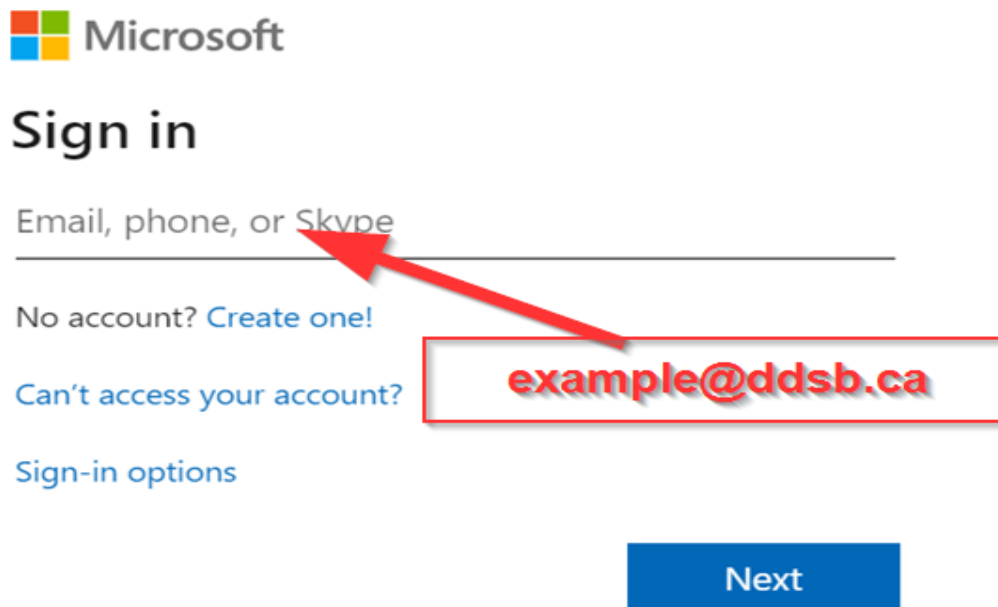
Please find below links to particular Durham District School Board employee-based services.



Step 3: Click on **AZURE**.



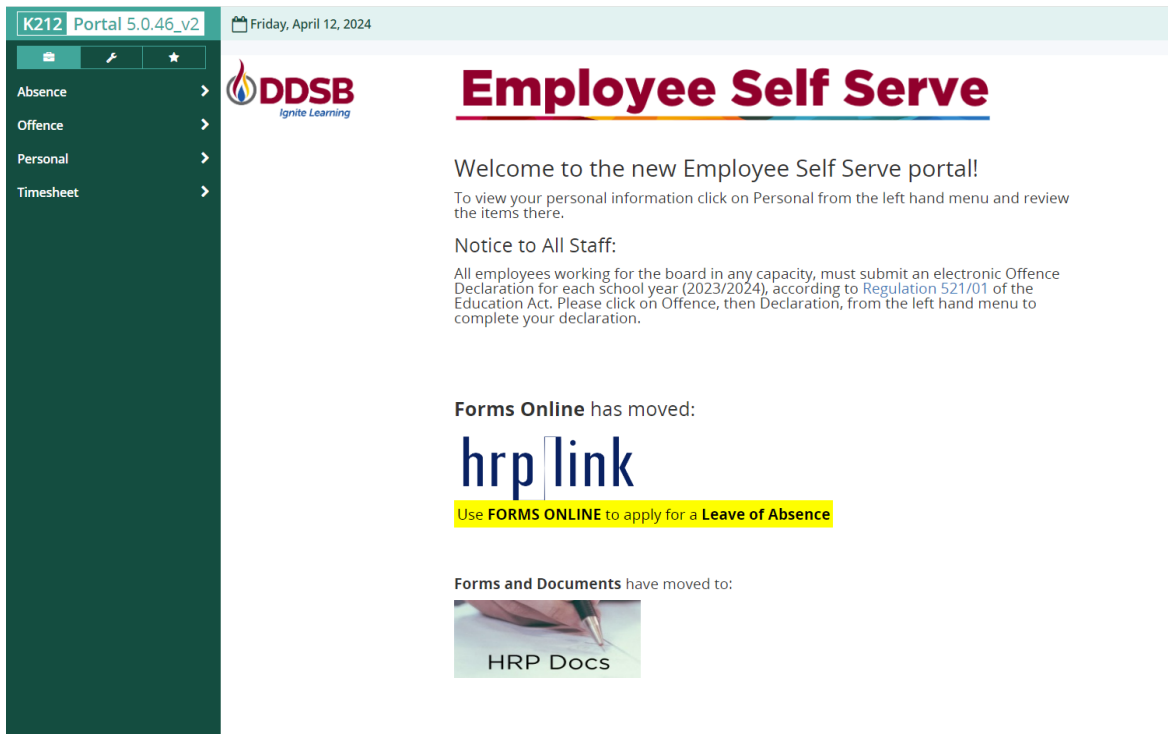
Step 4: To Sign in enter your User ID: example@ddsb.ca



Step 5: Sign in with your Network Sign in Information and click "Sign in".



Step 6: Once you are into E.S.S. click on **PERSONAL** located on the left hand column



Step 7: A drop- down menu will be appear, from hich you may select **Pay Stub**.

The screenshot shows the DDSB Employee Self Serve portal. At the top left, it displays 'K212 Portal 5.0.46_v2' and the date 'Friday, April 12, 2024'. A dark green sidebar on the left contains a menu with options: Absence, Offence, Personal (expanded), Pay Stub (highlighted), Profile, Salary, Seniority, T4 and T4A, and Timesheet. The main content area features the DDSB logo and the title 'Employee Self Serve'. Below the title, there is a welcome message and a notice to all staff regarding the submission of an electronic Offence Declaration. Two announcements follow: 'Forms Online has moved' with a link to 'hrp link' and a note to use 'FORMS ONLINE' for a 'Leave of Absence', and 'Forms and Documents have moved to' with a button labeled 'HRP Docs'.

K212 Portal 5.0.46_v2 Friday, April 12, 2024

Employee Self Serve

Welcome to the new Employee Self Serve portal!

To view your personal information click on Personal from the left hand menu and review the items there.

Notice to All Staff:

All employees working for the board in any capacity, must submit an electronic Offence Declaration for each school year (2023/2024), according to Regulation 521/01 of the Education Act. Please click on Offence, then Declaration, from the left hand menu to complete your declaration.

Forms Online has moved:

[hrp link](#)

Use **FORMS ONLINE** to apply for a **Leave of Absence**

Forms and Documents have moved to:

[HRP Docs](#)