



PAY STUBS

Employee Self Serve

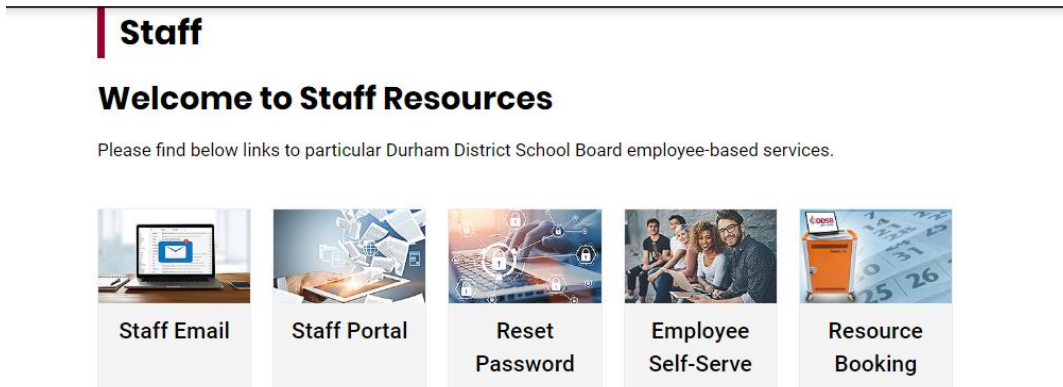
Locating Your Paystub in the Staff Portal

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

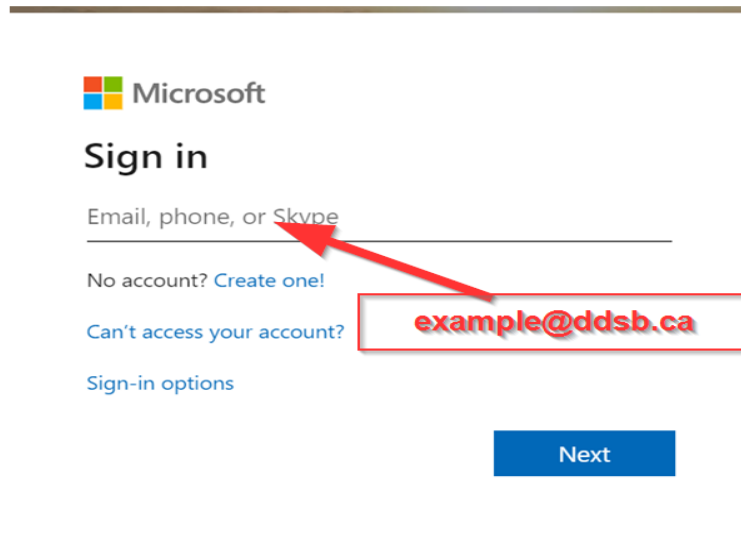
Step 1: To access the system, go to www.ddsb.ca and click on **Staff** at the top of the page:



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



Step 3: To Sign in enter your User ID: example@ddsb.ca



Step 4: Sign in with your Network Sign in Information and click “Sign in”.



Step 5: Once you are into E.S.S. click on **PERSONAL** located on the left hand column

