



## **ACCESSING YOUR PAY CHECK STUB**

**\*Effective June 2016\***

- 1) Go to [www.dpsworks.com](http://www.dpsworks.com)
- 2) Click on the Employee Portal icon.
- 3) Enter your **user name: First four letters of last name (first letter is upper case) and the last SIX digits of your Social Security number all one word, lower case.**
- 4) Enter your **temporary password: Temp123! (upper case T)**, you will then be prompted to change your password and update two security questions upon login. **Your new password must be at least 8 characters long featuring at least one special character, one capital letter and one number. Example: Packers123\***
- 5) Once you change your password, you will be required to log back in with your user name and new password.
- 6) When you enter into the Employee Portal, you will see the paycheck icon. Click here to see options along the left hand side: Paychecks, Year to Date Earnings, Work History and W-2s.

