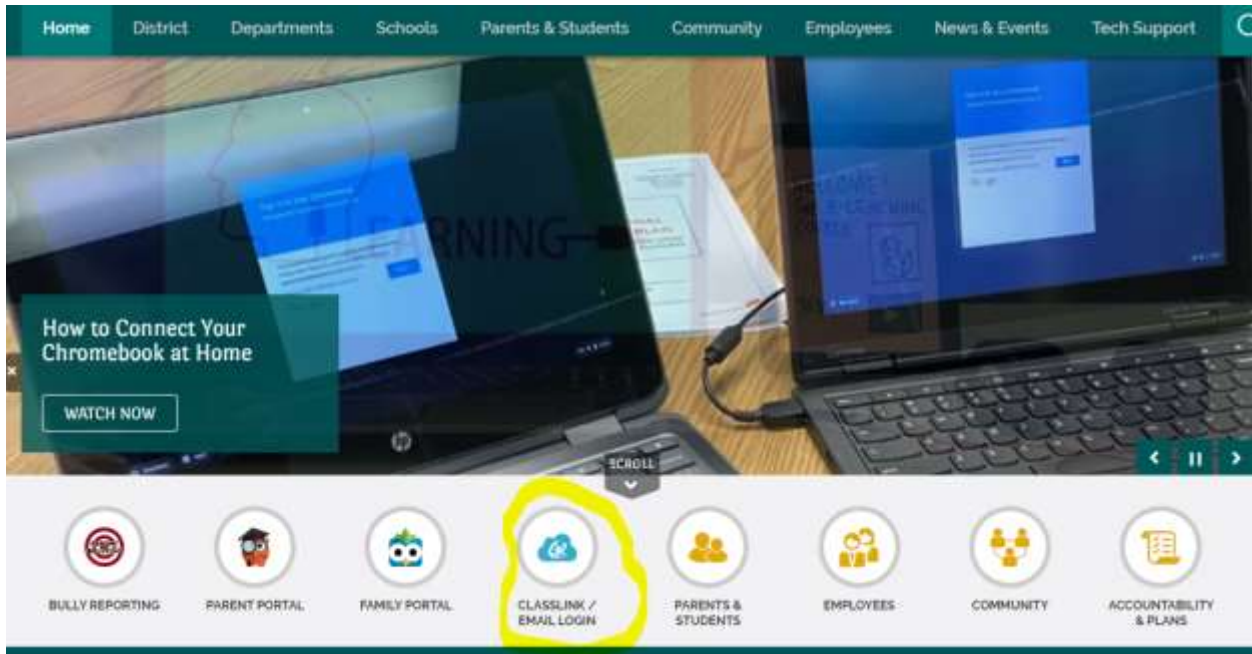


## How to Access Your Paystub Online

1. Access ClassLink from your desktop or from our website.  
Yourcharloteschools.net



2. Login to ClassLink



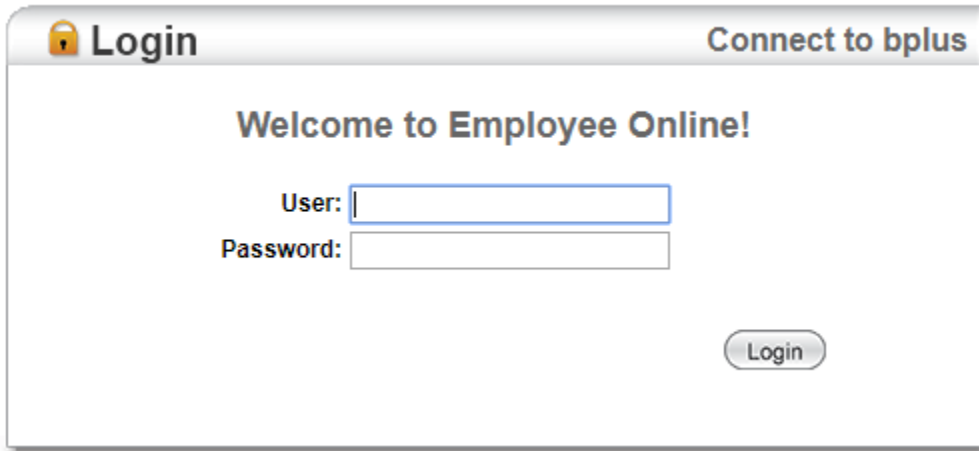
3. Locate the Employee Resources File



4. Locate the Employee Online App



5. Login using your district credentials (Employee ID/Password)



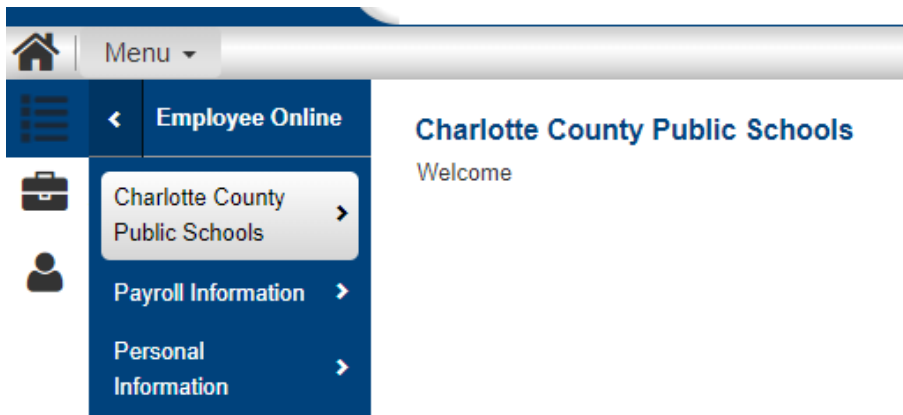
6. Once logged in you will see the welcome screen



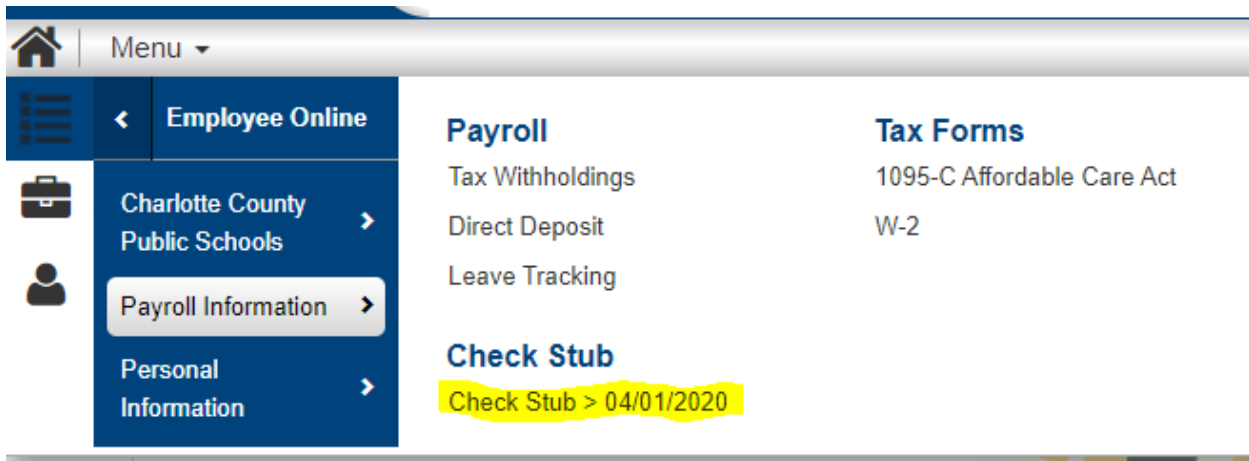
7. From the welcome screen click on the menu drop down.



8. Click on Payroll Information



9. Then choose Check Stub



10. This will show you a list of all available paystubs



11. To view the information click on the blue check number



12. All paystubs going forward will be archived in Employee Online. If you wish to print or save a copy to your computer, simply click on the PDF button on the top right hand corner of the screen. A copy of the stub will download to your computer. Once you open it, you can save a copy to a desired folder or print from the PDF tools.

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When the file downloads it will appear on the bottom left corner of your screen.

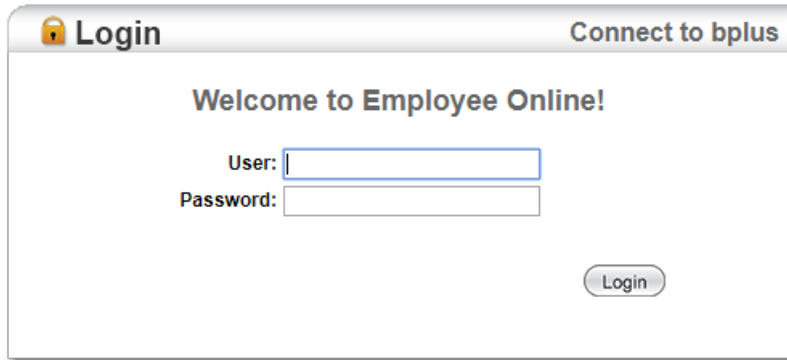


13. When you are done viewing your paystub it is very important that you log out. This will ensure your private information is not accessible to anyone else. Click on the lock in the top right-hand corner of the screen.



14. If you successfully logged off you will see this screen.

**You have been logged off as requested.**

A screenshot of a "Login" window titled "Connect to bplus". The window displays a "Welcome to Employee Online!" message. Below the message are two input fields: "User:" and "Password:". A "Login" button is located at the bottom right of the window.