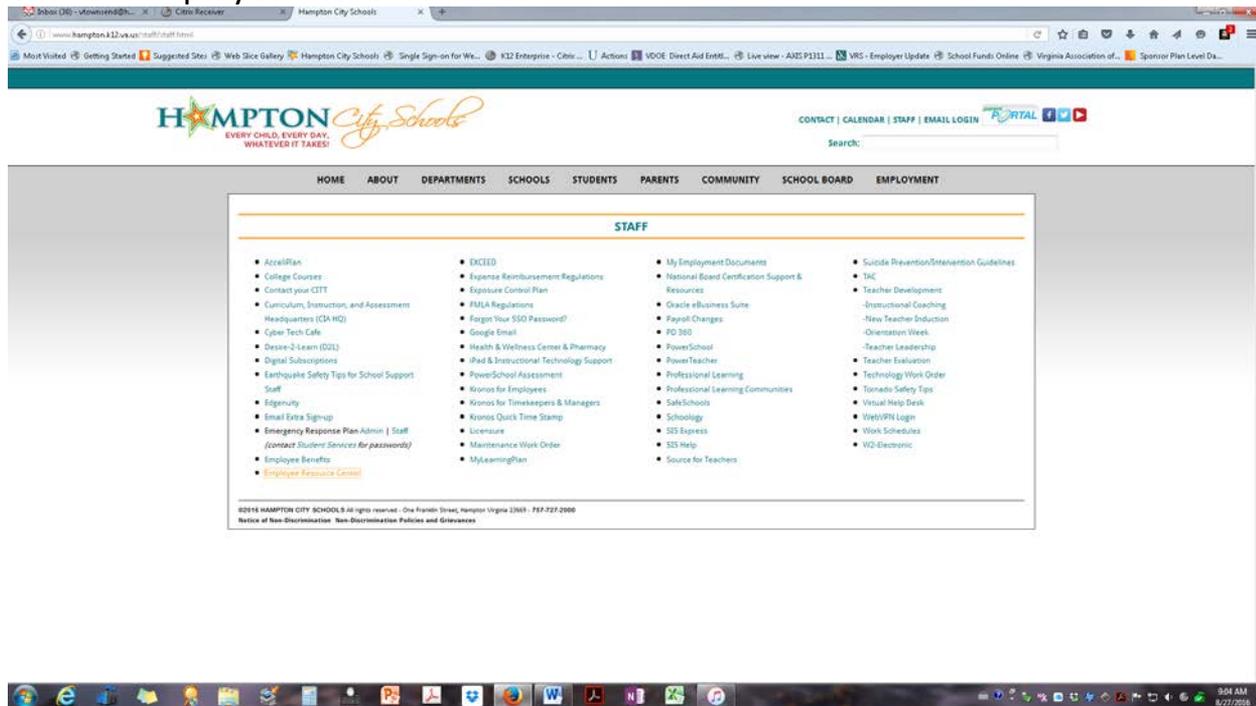


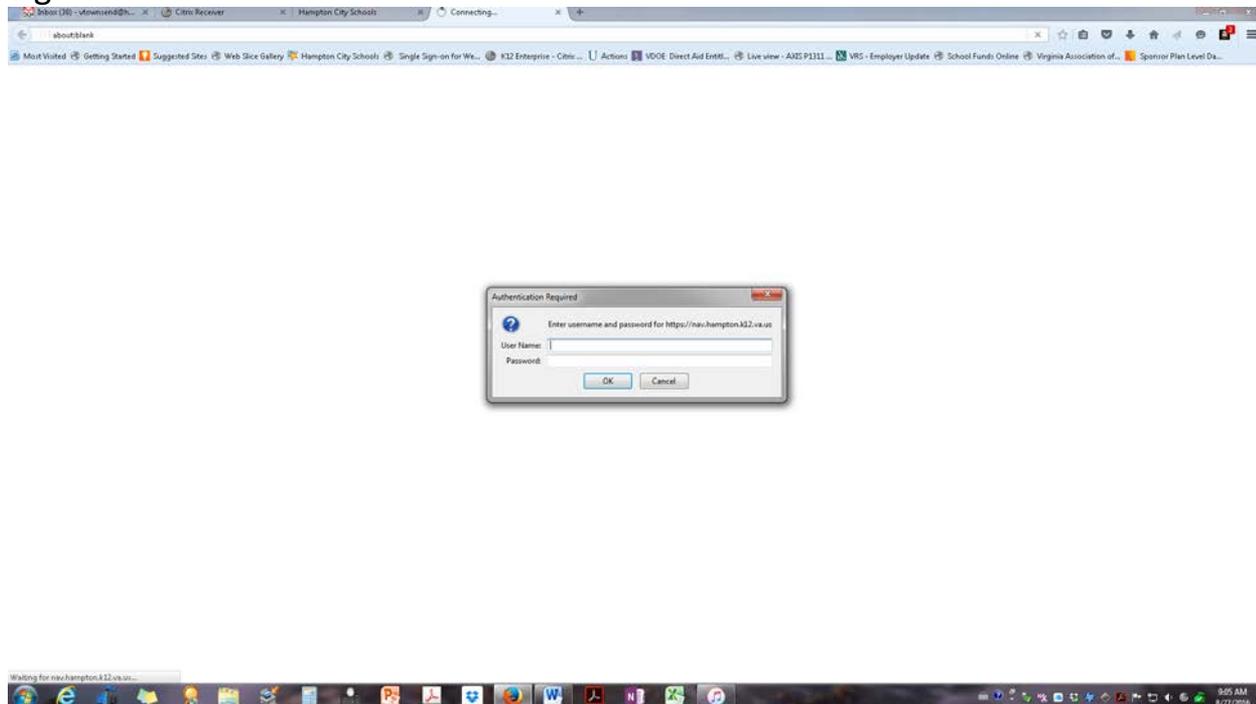
# K12 Enterprise Pay Stub Access

## K12 Enterprise

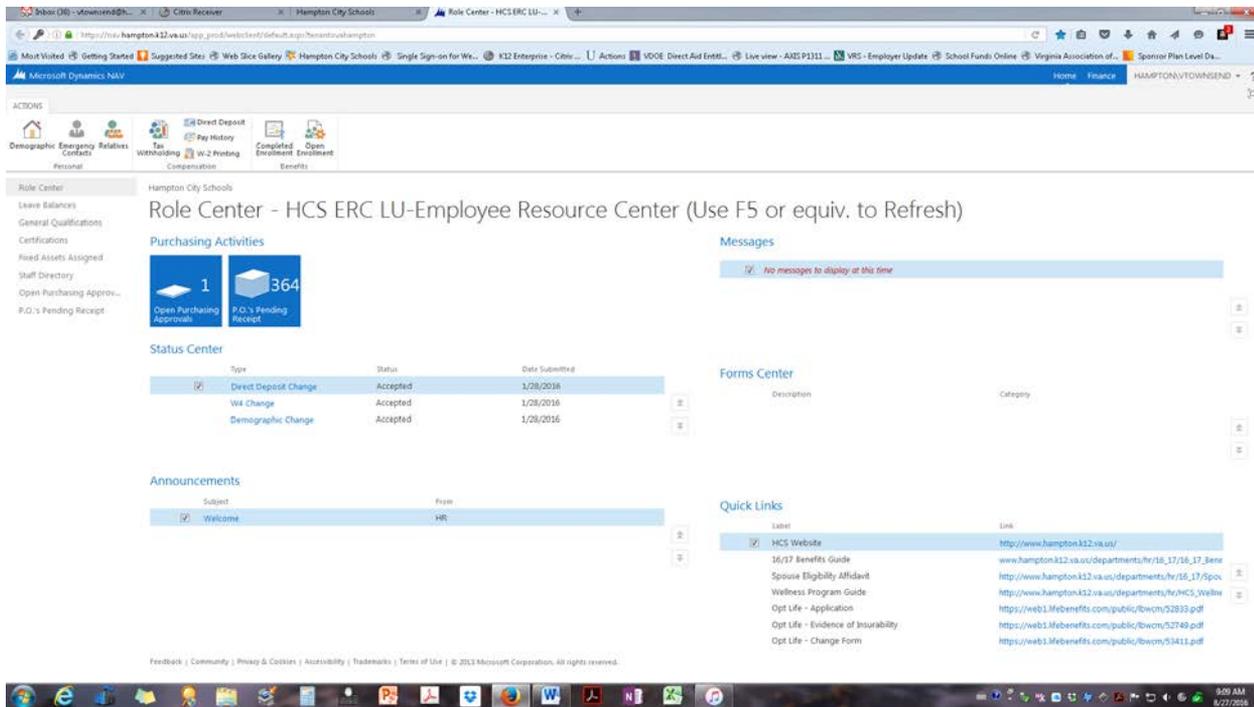
- 1) Go to Hampton City Schools website (you must be inside the HCS firewall) and click on staff: the link is <http://www.hampton.k12.va.us/staff/staff.html>
- 2) Click on Employee Resource Center



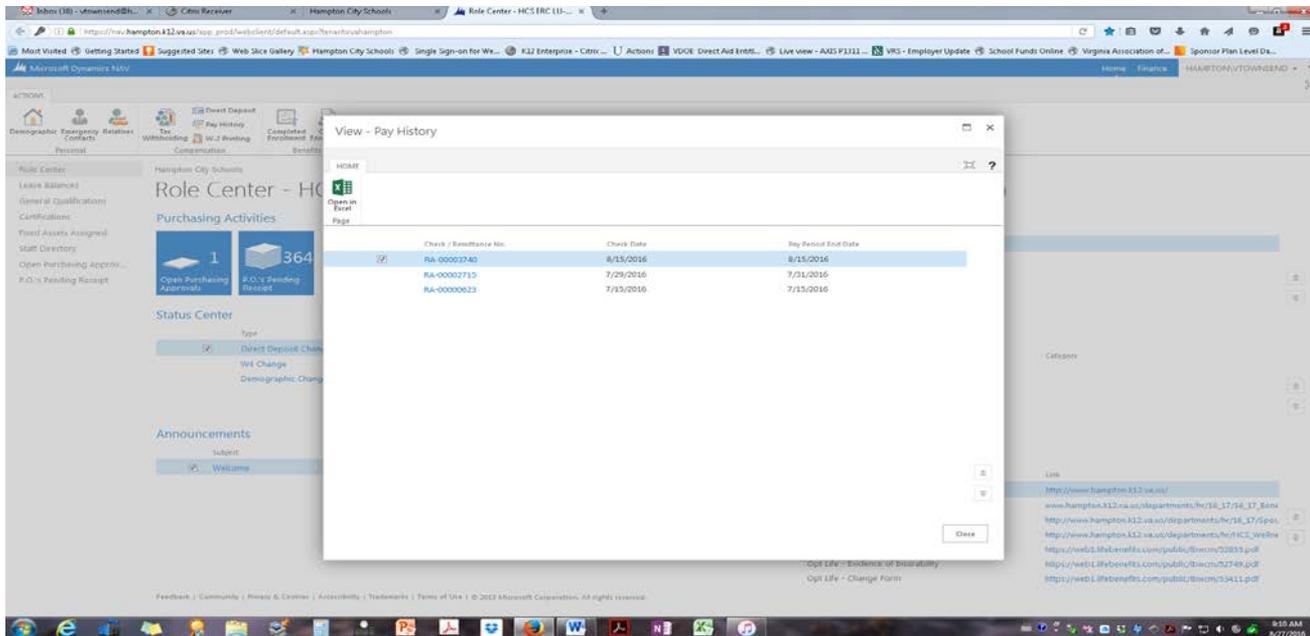
## 3) Sign on



#### 4) You will access the ERC Role Center



#### 5) At the top of the screen, click Pay History



6) Double click on the Check/Remittance No. to download the check stub information

The screenshot shows a web application interface for 'Role Center - HCS ERG LU...'. A 'View - Pay History' dialog box is open, displaying a table with the following data:

| Check / Remittance No. | Check Date | Pay Period End Date |
|------------------------|------------|---------------------|
| RA-00003740            | 8/15/2016  | 8/15/2016           |
| RA-00002715            | 7/29/2016  | 7/31/2016           |
| RA-00000623            | 7/15/2016  | 7/15/2016           |

The dialog box also includes a 'HOME' button, an 'Open in Book Page' button, and a 'Close' button. The background application shows various navigation options and a sidebar with links like 'Role Center', 'Leave Balances', and 'Purchasing Activities'.