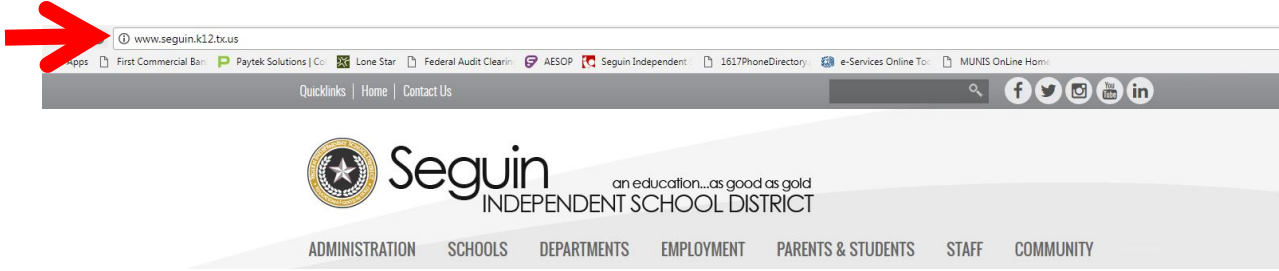
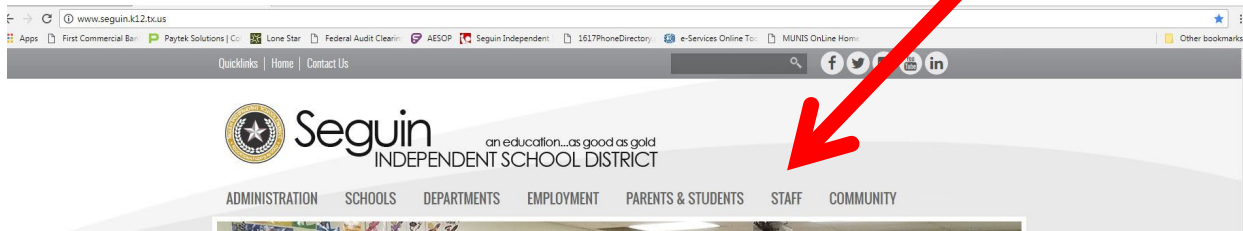


Online Payroll System

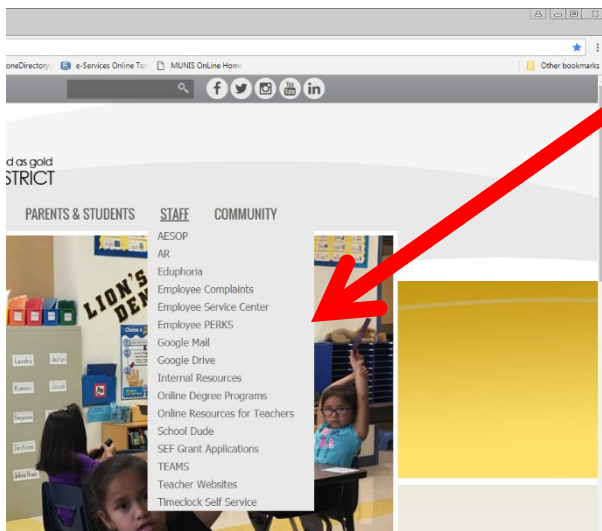
Step 1: Go to the Seguin ISD web site at www.seguin.k12.tx.us.



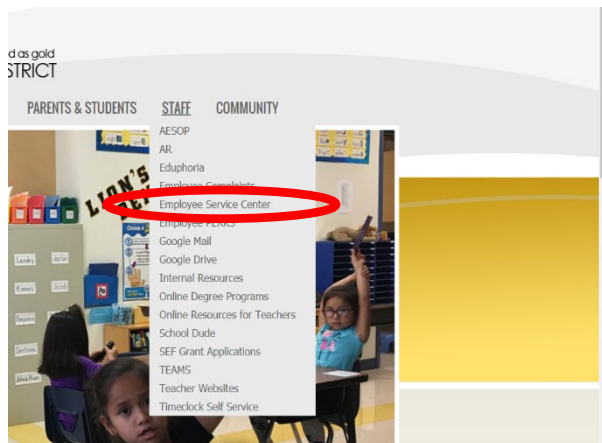
Step 2: From the Seguin ISD Home Page, place the mouse over the word **STAFF**.



When you place the mouse over the word **STAFF**, you will see a drop down menu.



Step 3: Click on the words **Employee Service Center**.



Online Payroll System

Step 4: In the upper right hand corner, you will see a **Log In.Icon** Click on icon.



Step 5: Your User name will be your **first initial and your last name**. For example: David Adams would be **dadams**.

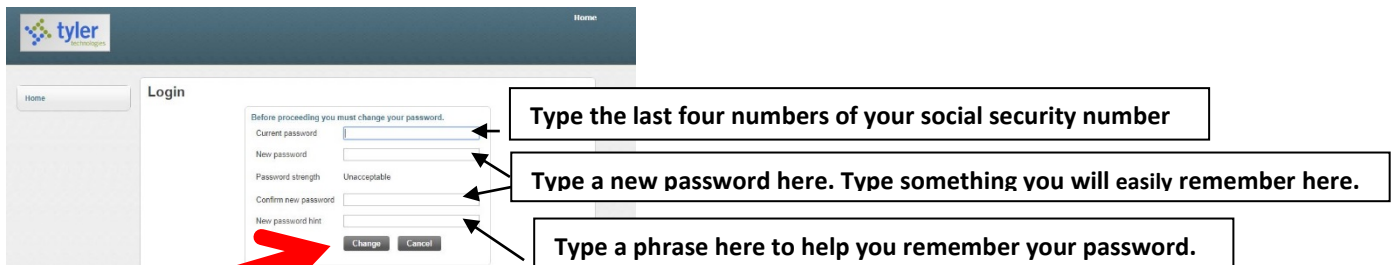


Step 6: Your Password is the **last four numbers of your social security number**.



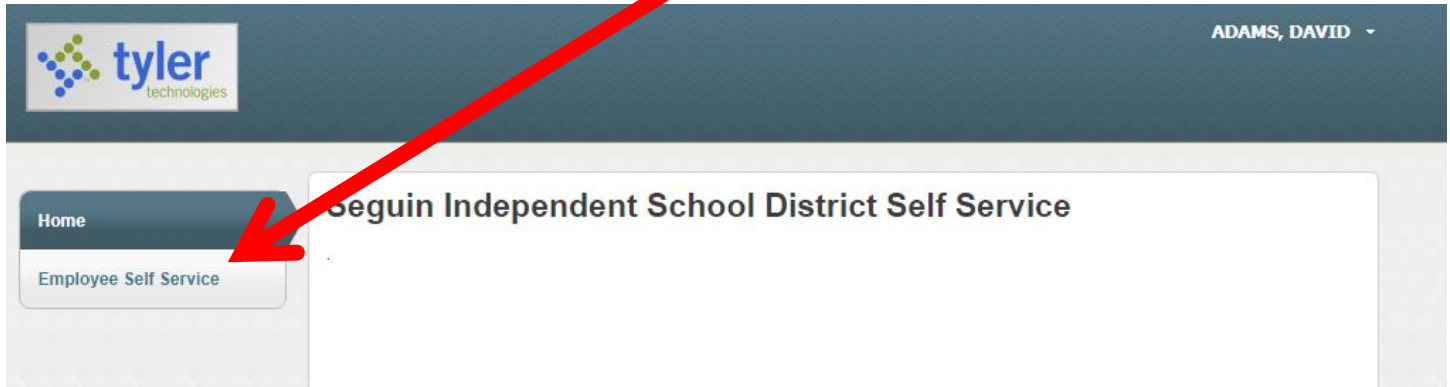
Click **Log in** when you have entered your password.

Step 7: When you log in for the first time, you will need to change your password.



Click **Change**.

Step 8: To see your payroll check, click on Employee Self Service



Step 9:

