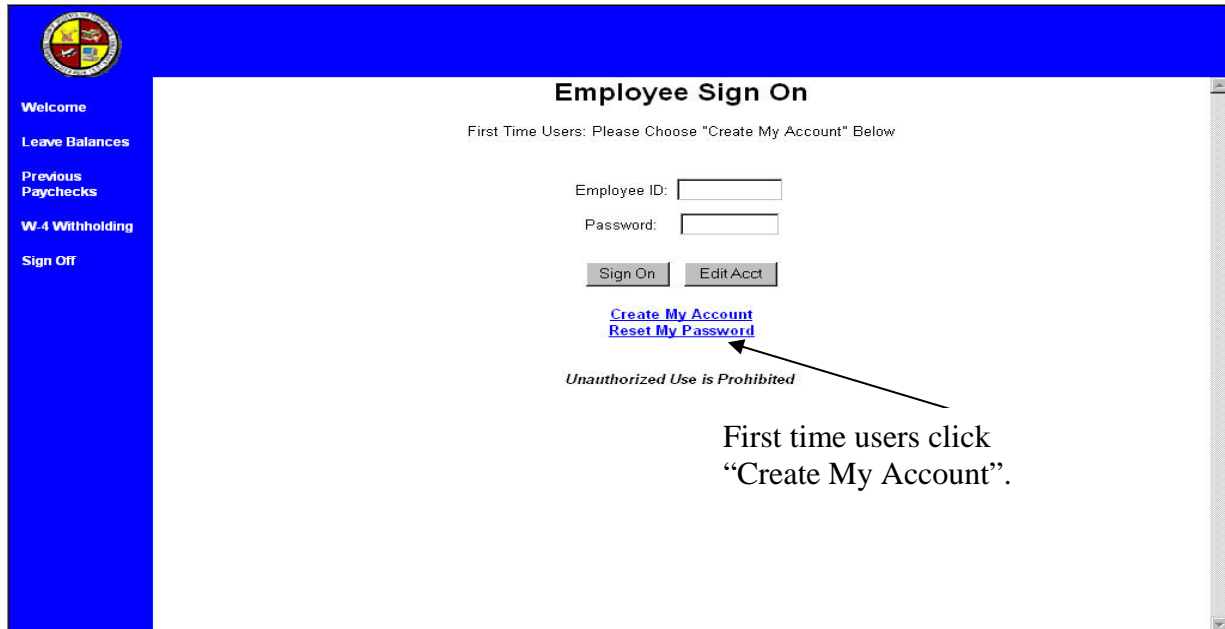


# DPISD Employee Pay Stubs On-Line

Step 1: Save the following website address for future access: <https://is.dpsid.org/ptswebf/benassist>

Step 2: The first time an employee logs on to this website click on "Create My Account"- enter a password and employee ID as prompted.



The screenshot shows the "Employee Sign On" page. On the left is a blue navigation menu with links: Welcome, Leave Balances, Previous Paychecks, W-4 Withholding, and Sign Off. The main content area has a blue header with the DPISD logo and the text "Employee Sign On". Below the header, it says "First Time Users: Please Choose 'Create My Account' Below". There are two input fields for "Employee ID:" and "Password:". Below these are "Sign On" and "Edit Acct" buttons. Underneath are two blue links: "Create My Account" and "Reset My Password". An arrow points from the text "First time users click 'Create My Account'." to the "Create My Account" link. At the bottom of the main content area, it says "Unauthorized Use is Prohibited".

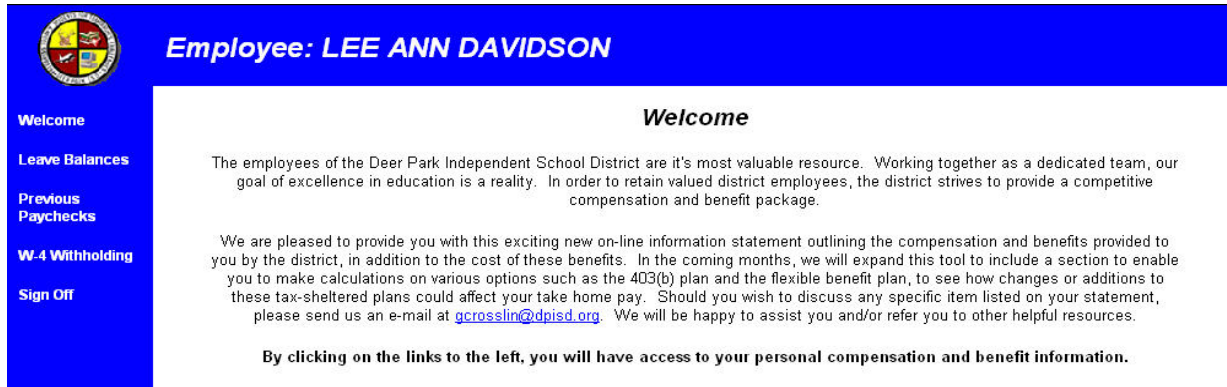
Step 3: Enter the following information and click "Create."



The screenshot shows the "Employee Sign On" page with the registration form. The left navigation menu is the same as in the previous screenshot. The main content area has a blue header with the DPISD logo and the text "Employee Sign On". Below the header, there is a paragraph of text: "Registration for this site is limited to the active employees of Deer Park Independent School District and is intended to serve as a supplemental information resource. The information provided does not take precedence over official documents (pay stubs, service records, etc.) if a discrepancy occurs. Attempts to use this site to obtain information about other employees is illegal and against district policies. Violators will be prosecuted and/or subject to termination." Below this text are several form fields: "Social Sec. Number:" with a red asterisk and an input field; "Birthdate (mm/dd/yy):" with a red asterisk and an input field; "Choose Password:" with a red asterisk and an input field; "Confirm Password:" with a red asterisk and an input field; "Your Challenge Question:" with a red asterisk and a dropdown menu showing "What is your mother's maiden name?"; "Challenge Question Answer:" with a red asterisk and an input field; "Email Address:" with an input field; and "Email Address Privacy:" with a dropdown menu showing "Provide my e-mail to public requestors". Below the form fields is a red asterisk and the text "\* Indicates Required Field". At the bottom are "Create" and "Cancel" buttons.

Step 4: Click on the following options to view:

- Leave Balances
- Previous Paychecks
- W-4 Withholding



The screenshot shows a web interface for an employee named LEE ANN DAVIDSON. On the left is a blue navigation menu with links: Welcome, Leave Balances, Previous Paychecks, W-4 Withholding, and Sign Off. The main content area has a blue header with the employee's name. Below the header, there is a 'Welcome' section with a paragraph of text about the district's resources and a second paragraph about the on-line information statement. At the bottom, a note states: 'By clicking on the links to the left, you will have access to your personal compensation and benefit information.'

Step 5: To log-in after account is created:

- Employee ID: Enter Social Security Number
- Password: Enter the password created in step 3.



The screenshot shows the 'Employee Sign On' page. It features a blue navigation menu on the left with the same links as the previous page. The main content area has a blue header with the title 'Employee Sign On'. Below the header, there is a message for first-time users: 'First Time Users: Please Choose "Create My Account" Below'. There are two input fields: 'Employee ID:' and 'Password:'. An arrow points to the 'Employee ID' field with the text 'Enter Social Security Number'. Below the input fields are two buttons: 'Sign On' and 'Edit Acct'. There are also two links: 'Create My Account' and 'Reset My Password'. At the bottom, there is a warning: 'Unauthorized Use is Prohibited'.

If you have any questions or concerns contact Lee Ann Davidson, Director of Budgets [ldavidson@dpisd.org](mailto:ldavidson@dpisd.org) or 832-668-7029.