

How to Check
Your Pay
Information in
Employee
Service Center

Step One – On aisd.net click on the “STAFF” link at the top of the screen.

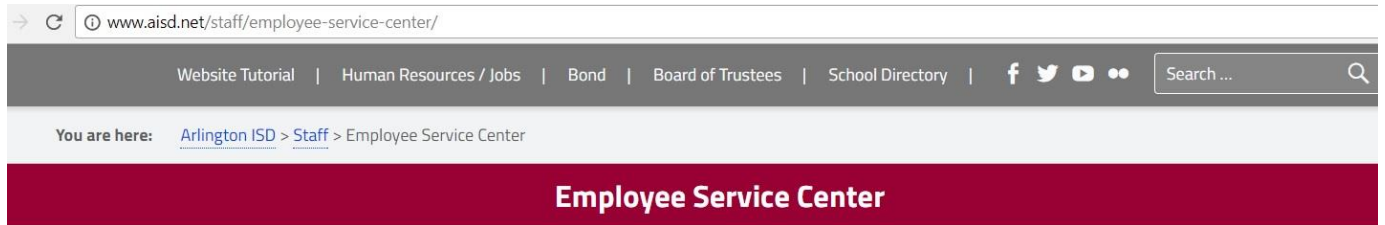


Step Two – In the “General Information” column click “Employee Service Center.”

General Information

- [Active Directory - RapidID / Password Reset](#)
- [AISD Intranet](#)
- [Canvas](#)
- [Council of PTAs](#)
- [Curriculum Central](#)
- [Eduphoria](#)
- [Employee Complaint Form](#)
- [Employee E-mail Search](#)
- [Employment](#)
- [Employee Handbook](#)
- [Employee Handbook Acknowledgement](#)
- [Employee Service Center](#)
- [Fingerprinting Information](#)
- [Intouch /Teacher Messages](#)

Step Three: Click the “Log In to Employee Service Center” link.



Employee Service Center



Current AISD employees can [log into Employee Service Center](#) using the TEAMS login. If you do not remember your password, you can reset it by going to <http://password.aisd.net> and answering your security questions.

If you are a former employee, your username will need to be updated. Your old username will no longer work once you have left employment with AISD. Please click Register on the following page to set up a new username and password.

Step Four: Enter TEAMS username and password and click “Sign On.”

A screenshot of the TEAMS login page. At the top is the TEAMS BY PROLOGIC logo. Below it, the text reads "Welcome to the Arlington Independent School District Employee Service Center". A red box highlights the login fields: a username field containing "johndoe" and a password field with masked characters. Below the password field is a green "Sign On" button. At the bottom of the page, there are links for "Forgot Password | Forgot User ID" and "Need an Account? Register".

Step Five: On the left hand sign of the screen click “My Pay Information.”

Welcome

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Pay Information

My Payroll Information

My Advance/Reimbursement

My Documents

LogOff

Welcome

Employee Service Center

Welcome to the Arlington Independent School District Employee Service Center

Step Six: Select “2018” under “Assignment Year” to see pay information for that year.

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Pay Information

My Payroll Information

My Advance/Reimbursement

My Documents

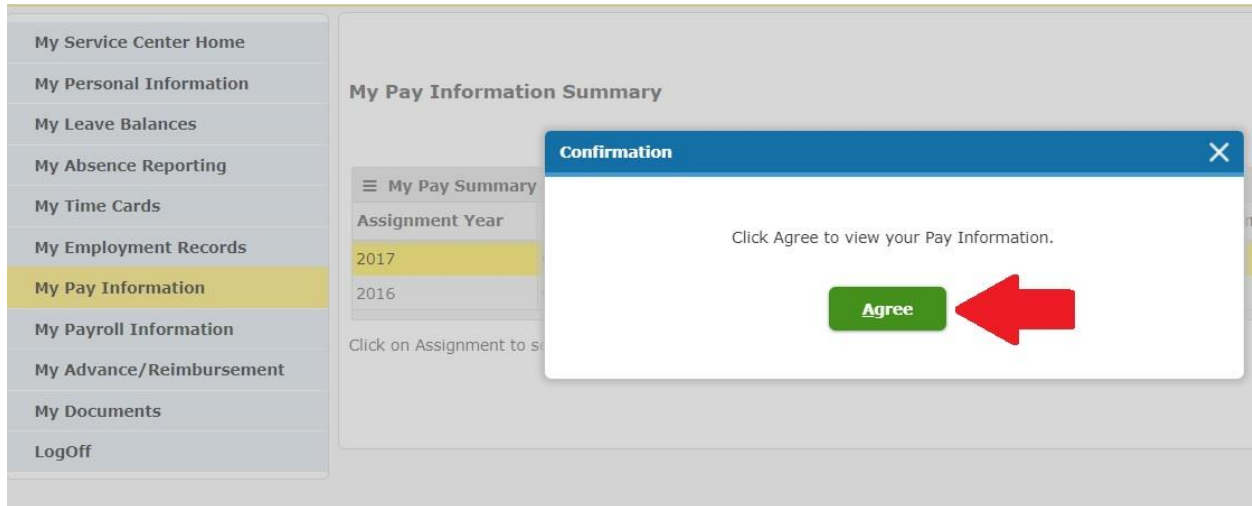
My Pay Information Summary

My Pay Summary

Assignment Year	Start Date	End Date	Role Name	Organization	Acknowledge Status
2017	07-01-2016	06-30-2017	[REDACTED]	Assistant Superintendent of Human Resources	
	08-17-2015	06-30-2016	[REDACTED]	Assistant Superintendent of Human Resources	

Click on Assignment to see Pay Information

Step Seven: Click “Agree” when the confirmation box pops up.



Step Eight: Review information under base pay: pay grade, daily/hourly rate, effective pay amount, employment status.

BASE PAY

07-01-2016 :: 06-30-2017 :: Manager :: Assistant Supt of Human Resource

Pay Cycle:	Monthly	Checks:	12
First Check:	07-29-2016	Last Check:	06-30-2017
Compensated Days:	243	Non-Duty/Flex Days:	0.0
Pay Grade:	Admin/Professional Pay Grade 5	Step:	
Daily Rate:	██████████	Hourly Rate:	N/A
Authorized Hours:	40.0	Effective Pay:	██████████
Calendar Name:	12010A	Employment Status:	Exempt

Step Nine: Review stipend information, if applicable. Lastly, review “Total Projected Salary”, this will include base salary and stipend salary and reflect total compensation.

STIPENDS					
	Effective Begin	Effective End	Annual Pay	Days	Daily
Employee					
Assignment					
	07-01-2016	06-30-2017	\$	243	\$

Total Projected Salary	
Effective Pay	\$
Employee Assignment Stipend	\$
Total Projected Salary	\$