

# Van Buren Public Schools

## Paystub Instructions

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For new employees:

- Go to the Van Buren Public Schools website- <http://www.vanburenschools.net>
- Select E-Employee from the Staff Menu
- Click on the eEmployee Login link
- Select "Van Buren Schools" from the District dropdown box (you can start typing Van Buren and it should appear below the box to select it)
- Click on the link that says "Not a registered user? Click here!"
- Verify District says Van Buren Schools
- Create a User ID
- Create a Password
- Confirm your Password
- Enter your Employee Number (you can ask your building secretary for your employee number)
- Enter the last 4 digits of your Social Security Number
- Enter your Date of Birth (in MM/DD/YYYY format)
- Enter your Phone Number (optional)
- Enter your E-Mail Address
- Click "Submit"
- You will now be able to use your created User ID and Password to log in and view your paystub, your W2, your attendance, as well as enter your professional development information

If you forgot your User ID:

- Click on the link that says "Forgot User ID? Click here!"
- Enter your Date of Birth (in MM/DD/YYYY format)
- Enter your Employee Number OR last 4 digits of your Social Security Number
- The website will display your User ID
- Click Finish

If you forgot your Password:

- Click on the link that says "Forgot Password? Click here!"
- Enter your Date of Birth (in MM/DD/YYYY format)
- Enter your Employee Number OR last 4 digits of your Social Security Number
- Your User ID will be displayed and you will create a new password
- Enter your New Password
- Re-enter your New Password to confirm
- Click Next
- Click Finish
- Click the link to the left that says "Back to Login Page"
- Verify District says Van Buren Schools
- Enter your User ID
- Enter your new Password
- Click Login