

## **On-Line Direct Deposit Pay Stubs Frequently Asked Questions**

**Q: Why is Utica Community Schools moving to an on-line direct deposit pay stub notification system?**

A: UCS is offering on-line pay notification to its employees to provide more timely access to current pay information as well as to offer a history of pay information. The on-line pay notification system will also provide savings through the elimination of check printing and distribution costs.

**Q: How is my pay information protected?**

A: An ID and password unique to each employee is required to gain access.

**Q: When is pay stub information available to be viewed?**

A: Pay stub information is available two days prior to pay day and will remain available for viewing for two years.

**Q: Where can I access my pay information?**

A: Pay stub information can be accessed from any computer world-wide at [www.myinfo.misd.net](http://www.myinfo.misd.net). User ID and password information will be printed on check stubs in September and October.

**Q: How can I get help if I forget my password or have trouble accessing my information?**

A: You will be asked to answer several security questions that will allow you to reset your password. On-line assistance is also available through the help menu. UCS support is available by calling the Internal Audit Department at 586-797-1172 or 1162.

**Q: How can I access the on-line pay notification if I do not utilize direct deposit?**

A: Access of pay information is only available to employees that utilize direct deposit. Employees interested in signing up for the direct deposit program can contact the Payroll Department at 586-797-1210.