# Instructions to view/print employee monthly check stub

Please complete the following process in order to view and/or print your stub.

From the ACS website (www.ashecountyschools.org), click on Teacher & Staff in the blue ribbon across the top of the page. Teachers & Staff Directory appears, choose *Employee Resource Center (ERC)* under E in the alphabetical list. The following login screen will appear.
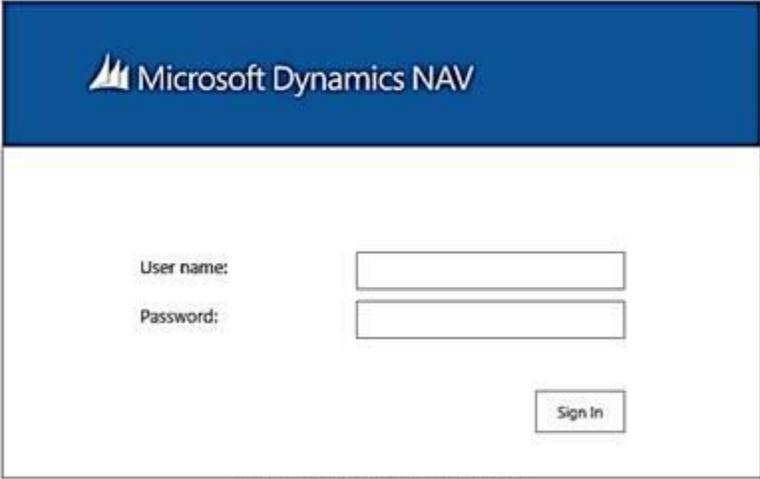
Enter your username and password on the login page to gain access to the ERC. Your **username** is your **legal** name typed all together **(i.e. johnsmith)**. The first time you login, your password will be **the last 4 digits of your social security number followed by # and your last name (i.e. 1234#Smith).** Once you have logged in, immediately change your password to your personal choice. The password needs to be at least 8 characters, have at least one uppercase letter (but not all uppercase) and at least one number.

Once you are in the system, click on **PAY HISTORY**, then double-click on the *Remittance/Check No*. You can either open OR save—this option pops up at the bottom of the page.

Sign-out Instructions—Find your name at the top right-hand corner. Click on the down arrow and choose sign-out.

Remember, you must set up your personal account immediately in order to have access to your current payroll information.