

EMPLOYEE WEB SERVICES (EWS)

Abila MIP

Altus Schools

Student Success Programs, nonprofit

Audeo Charter School, nonprofit

Mirus Education, nonprofit

VIEWING YOUR PAYSTUB WITH EWS EFFECTIVE JANUARY 1, 2018

Our new Abila MIP system requires all Altus employees to create an account with EWS using your employee ID. Click your school link below or copy the link to any browser to view. The EWS runs on a secure server and can only be accessed within our Resource Centers or Offices.

School Links:

The Charter School of San Diego

<http://paystub.charterschool-sandiego.net/paystub-ssp/>

Audeo Charter School

<http://paystub.charterschool-sandiego.net/paystub-audeo>

Laurel Preparatory Academy

<http://paystub.charterschool-sandiego.net/paystub-Laurel/>

Audeo Charter School II

<http://paystub.charterschool-sandiego.net/paystub-audeo2>

Grossmont Secondary School

<http://paystub.charterschool-sandiego.net/paystub-GSS/>

Sweetwater Secondary School

<http://paystub.charterschool-sandiego.net/paystub-sss>

Mirus Secondary School

<http://paystub.altus-mirus.net/mirus/>

Paystubs prior to 2018 can still be viewed through PeopleSoft Employee Self Service (ESS).

<https://ess.erp.sdcoe.net>

ACCOUNT SETUP AND LOGON

Logon

Please enter your user information.

User ID:

Password:

EWS Version: 2018.1.1.0

Account Setup

Create or Update Your Logon Information

Employee ID: *

Birth Date: *

Last 4 Digits of
Social Security #: *

User ID: *

New Password: *

Retype Password: *

Passwords must be 6 characters or more.

ACCOUNT SETUP

Select **Account Setup** on the Logon page.

You will need the following to complete the EWS Account Setup:

- Six-digit employee ID including hyphen (123-456)
 - Located on any paystub
 - If you do not have a paystub-
Submit an [Employee ID Request](#) via email to timesheets@altusschools.net from the global address book.
Include your first/last name and resource center.
- Date of birth format (00/00/1901)
- Last four digits of Social Security #

User ID and Password (any characters):

- User ID can be of your choice.
- The password must be minimum of 6 characters.
- Click Create or Update to save.

Logon

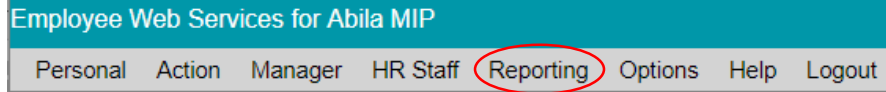
You will need your User ID and Password to log in.

DO NOT SHARE YOUR PERSONAL INFORMATION, USER ID OR PASSWORD

If you forget your User ID/ Password

- Select Account Setup
- Complete all fields including a new User ID or Password or both.
- Click Create or Update to save.

VIEWING YOUR PAYSTUB WITH EWS



The menu options other than Reporting are not accessible to employees.

To View Paystubs

- Click Reporting and select Check/W2 History from dropdown.
- Under Check Summary, select the paystub you wish to view.
- The selected paystub will display in a separate tab and is available to print.
- Leave Balances will update each pay period if applicable.
- The [2018 W2](#) is not available to print until January 2019.

Employee Web Services for Abila MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Totals for Payroll Year: Leave Balances:

Year Totals	Hours	Salary	Deductions	Taxes	W2	Leave Code	History	Current	Balance
2018					17	2018 W2			
						SICK LEAVE			
						VACATION			

Check Summary:

Chk/Dep Nbr	Check Date	Type	Direct Deposit	Hours	Earnings	Deductions	Taxes	Net Pay
M08-30								
M07-100								
1/19/2018								

Logout

For security purposes be sure to log out after each use.