

## **How to find your Paystub and Absence Information**

1. To CHECK your paystub or absence information, you need to go to Employee Services. There are two ways you can get to the correct website:
  - a. Through the BBS. Go to the Employee Services conference and click on “My Pay Stub,” which will take you to the website where you can log in.
  - b. Go to the BWDSB main webpage, at [www.bwdsb.on.ca](http://www.bwdsb.on.ca) and scroll to the bottom of the page. Click on “Staff Portal” and click on “My Pay Stub,” which can be found under the heading “Employee Services.”
2. Now you can log in with your 4+3 login (i.e. mine is “camebon”) and your current password.
3. Once you’re logged in, click on “Employee Services” on the left side.
4. Click on “Personal.”
5. Your options are
  - a. Absence
  - b. Basic
  - c. Deduction
  - d. Paystub
  - e. Salary
6. Make sure you SIGN OUT when you’re finished – look at the top right corner of the screen.