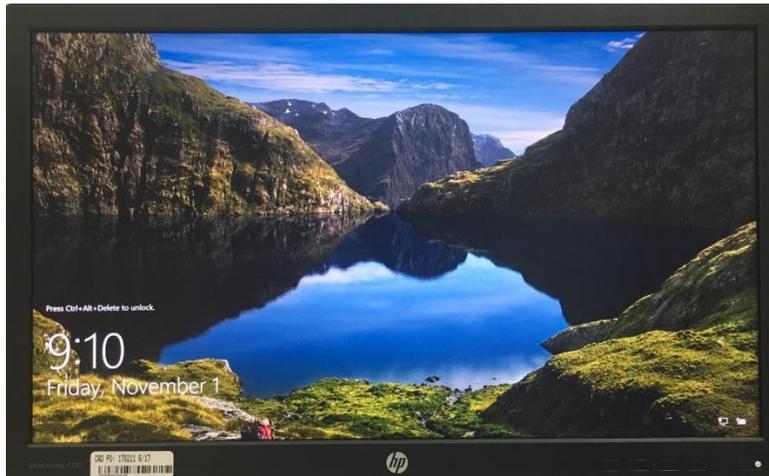
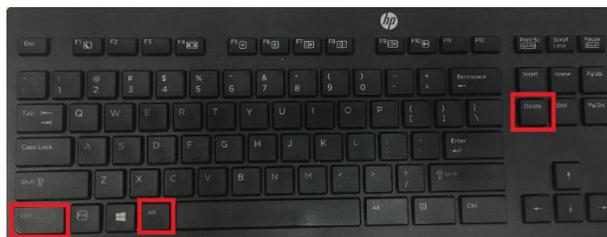


Marathon County Employees will no longer be receiving paper paystubs. Employees now have access to view and print both current and past paystubs electronically. To locate your paystubs on a kiosk provided by the County, simply follow these instructions.



You will need to hold the Ctrl, Alt, & Delete keys all together at once to bring up the User Name and Password screen.



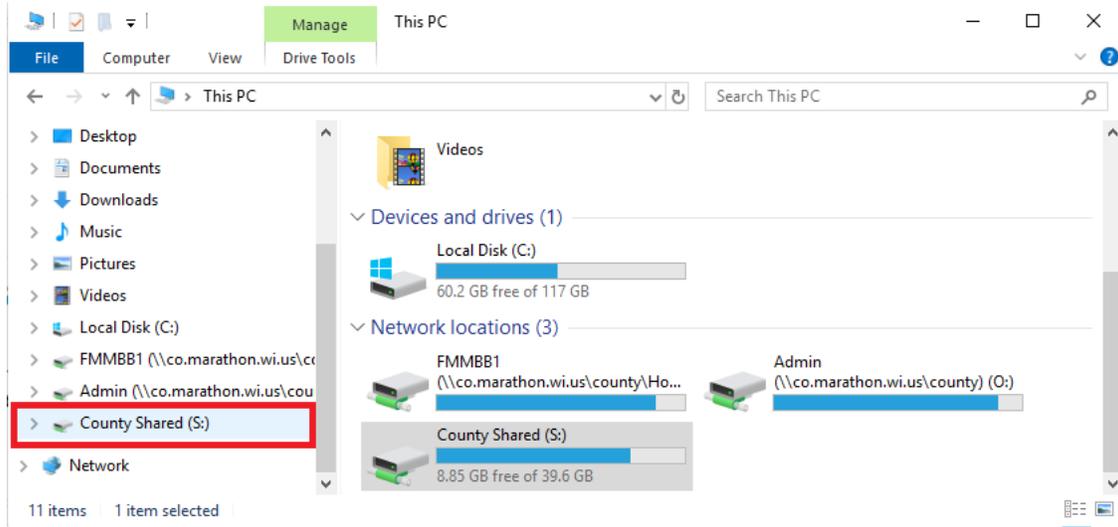
Once the screen appears, please enter your user name and password. If this is your first time logging in, or your password has expired, please click [HERE](#) and follow these instructions to reset your password.



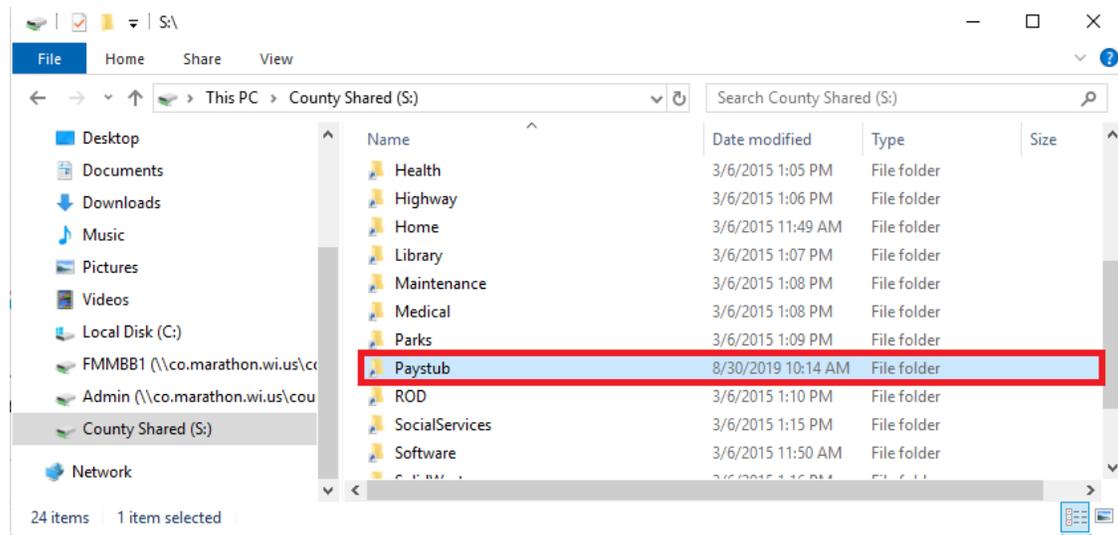
Once you are logged in successfully you will see a File Explorer folder at the bottom, click there to start.



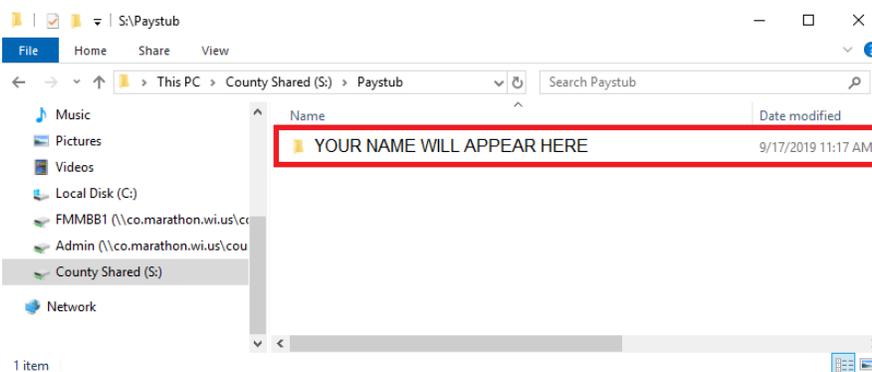
You will see a window pop up similar to the one below and you can navigate to the county Shared (S) drive.



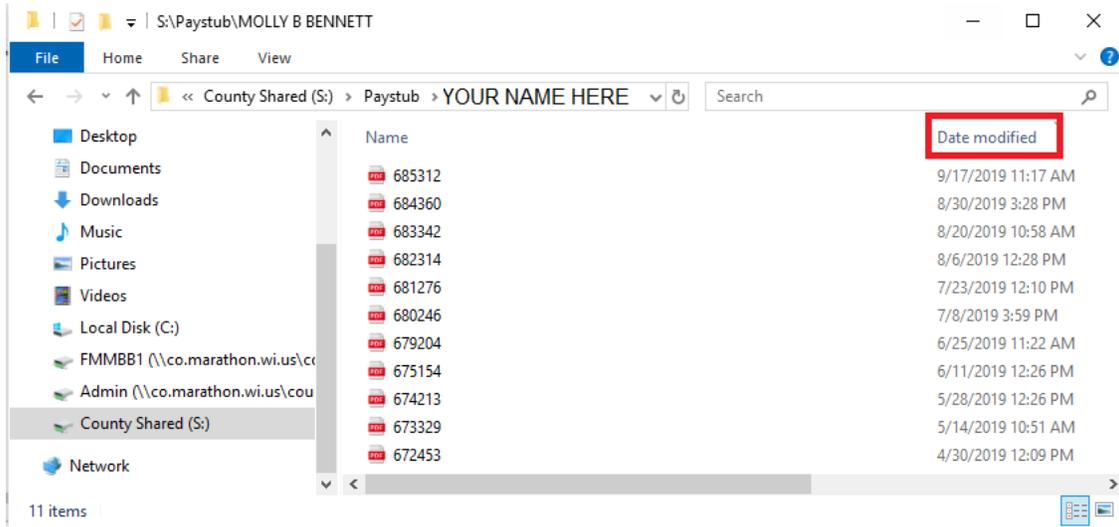
You will see an alphabetical list of all departments and a folder that says "Paystub" Click the paystub folder.



You should see a folder with your name on it. Click to open that folder.

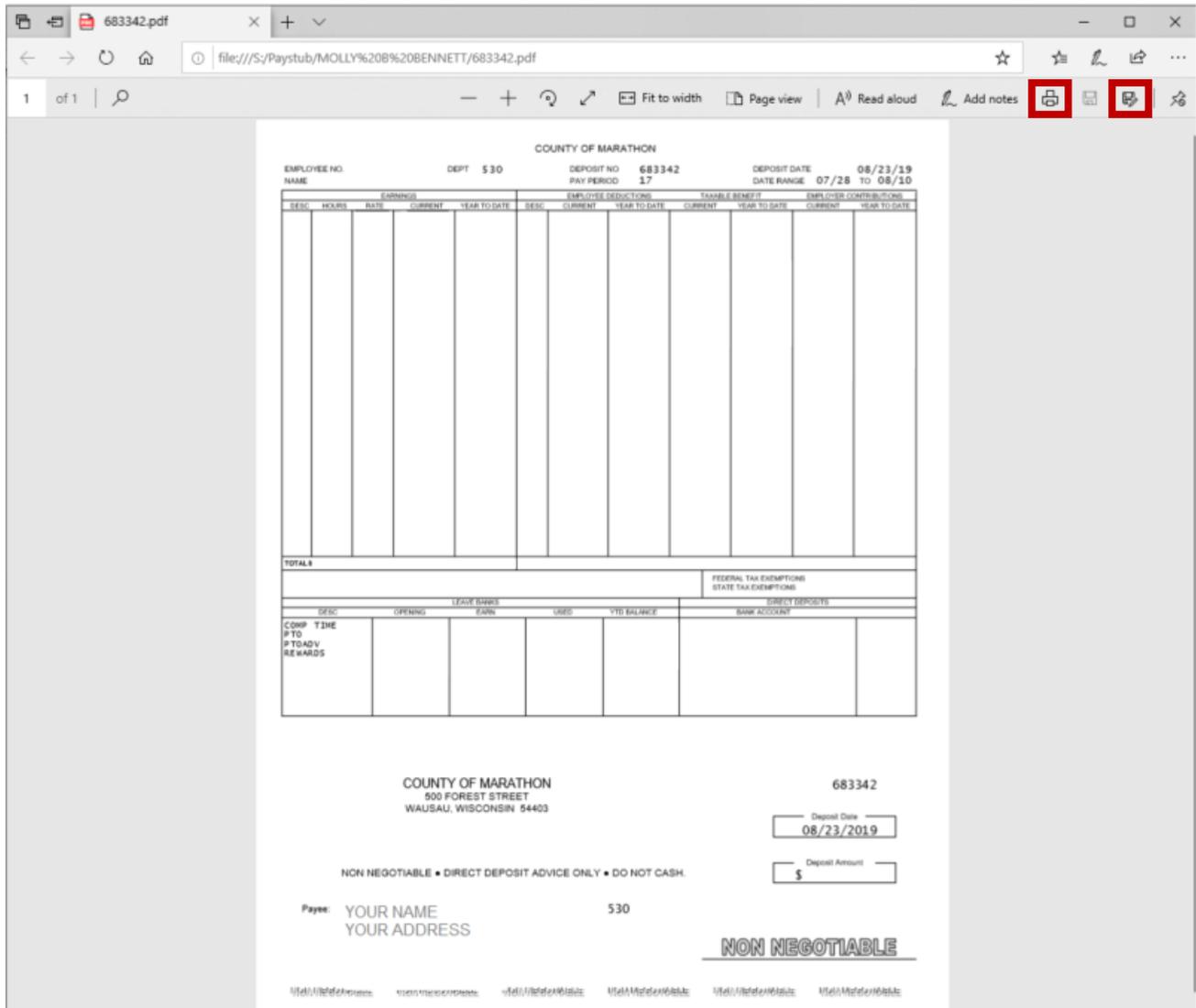


To sort by date, click the "Date modified" tab.

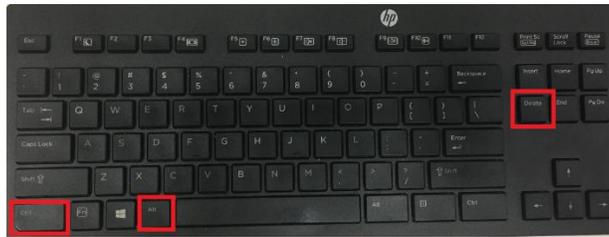


1 click will organize your paystubs oldest to most recent. To get your most recent paystub to the top. Simply click the "Date modified" tab one more time. Note that the dates here are when your paystub was created, approximately 3 days prior to the actual pay date.

Clicking on the paystub you wish to view will open your paystub in an internet browser window. From there you will have the ability to save or print your paystub.



Once you have retrieved your paystub, you must logout before walking away. In order to log off, you will need to hold the Ctrl, Alt, & Delete keys all together at once.



A blue screen will appear with 4 options: Lock, Sign out, Change a password, and Task Manager. Select Sign out and you will be all set.

