

# Paperless Payroll Guide

## What is Paperless Payroll?

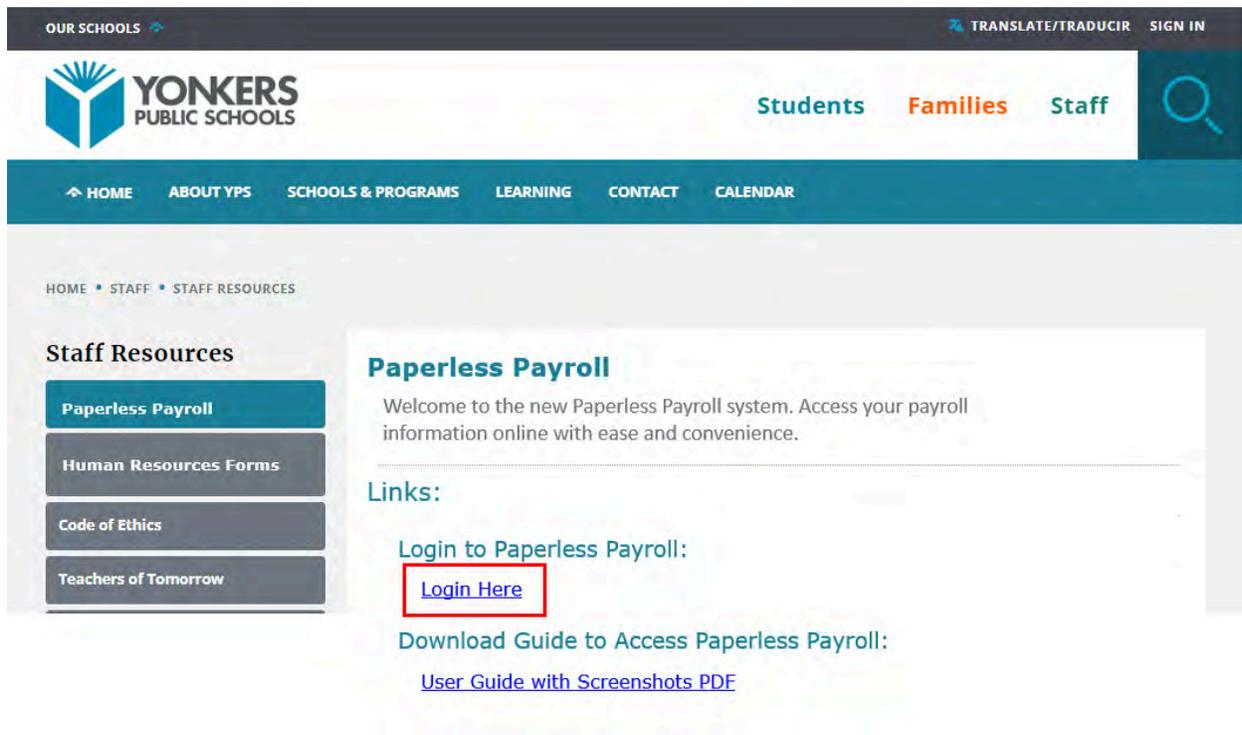
The Yonkers Public Schools offers paperless payroll for all employees through an electronic payroll system. This system provides employees with payroll features that include:

- Viewing Paystubs
- Printing Paystubs
- Viewing current benefits to which the employee is enrolled in
- Viewing employee-dependent information

## How to Access Yonkers Public Schools Paperless Payroll

### Option 1:

1. Go to <https://www.yonkerspublicschools.org/paperless-payroll>.
2. Click on the "Login Here" link shown in the screenshot below:



The screenshot shows the Yonkers Public Schools website. At the top, there is a navigation bar with "OUR SCHOOLS" and "TRANSLATE/TRADUCIR SIGN IN". Below this is the Yonkers Public Schools logo and a search bar. The main navigation menu includes "HOME", "ABOUT YPS", "SCHOOLS & PROGRAMS", "LEARNING", "CONTACT", and "CALENDAR". The page content is titled "Staff Resources" and includes a sidebar with links to "Paperless Payroll", "Human Resources Forms", "Code of Ethics", and "Teachers of Tomorrow". The main content area features a "Paperless Payroll" section with a welcome message and a "Links:" section containing a "Login to Paperless Payroll:" link with a "Login Here" button highlighted in a red box, and a "Download Guide to Access Paperless Payroll:" link to a "User Guide with Screenshots PDF".

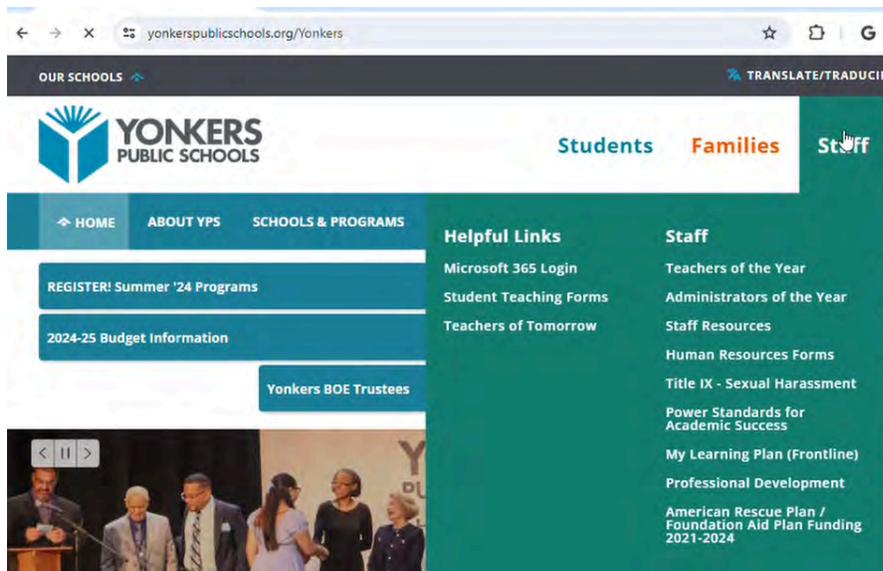
3. The "Login Page" will then be displayed as shown below:



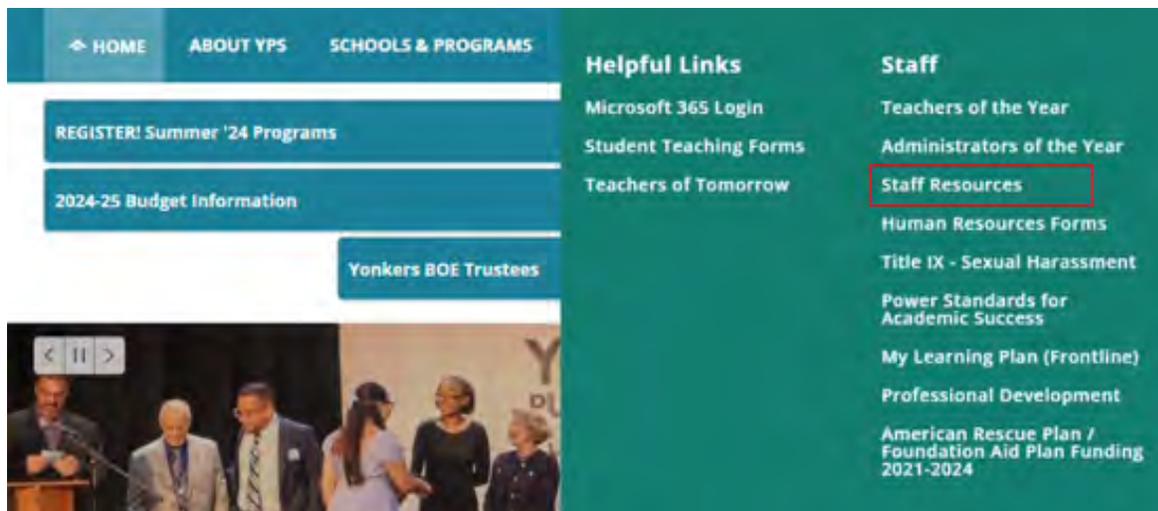
4. Log in using your employee credentials. First-time users will need to set up their account using the following credentials:
- Username: [Your Last Name]
  - Person Code: Your Employee ID # (located in front of your employee ID card)
  - Password: First two letters of your last name (capitalized), last two digits of your most recent year of hire, last four digits of your employee ID number, followed by an exclamation mark (!).
    - For example, if your last name is Smith, your employee ID is 123456, and your year of hire is 2021, your password would be: SM213456!
  - Change your password immediately upon your first login to ensure the security of your account. Follow the on-screen instructions to create your new password.

## Option 2:

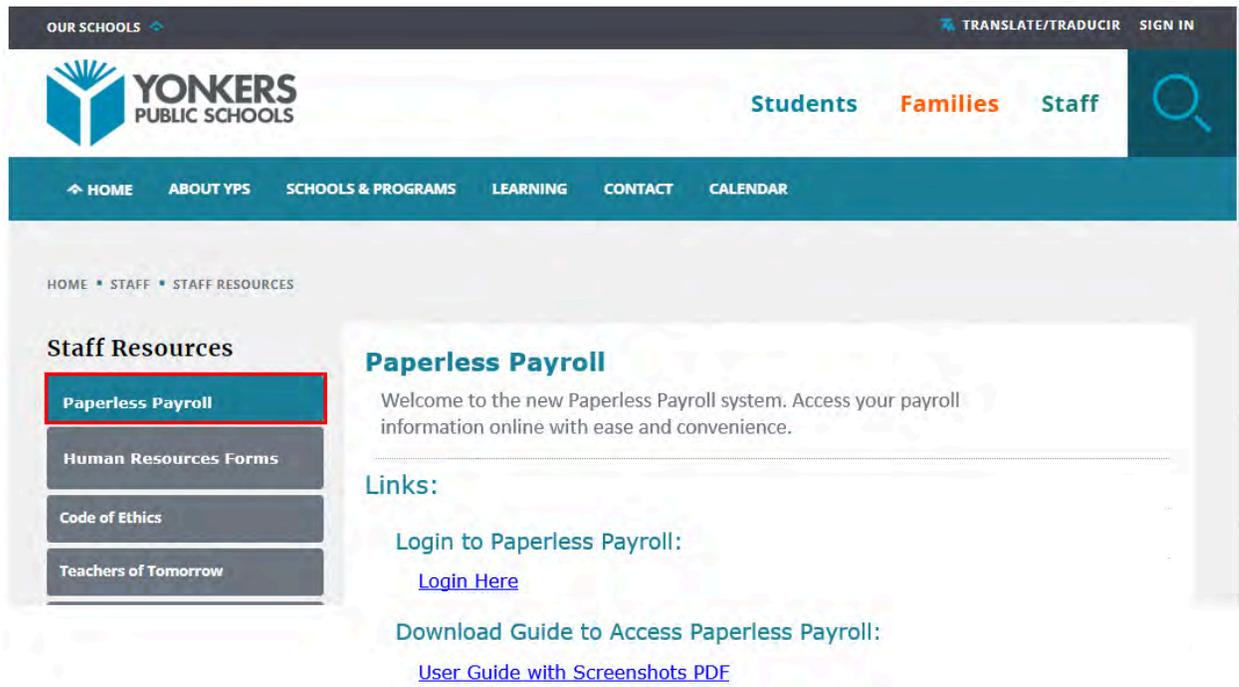
1. Go to <https://www.yonkerspublicschools.org>
2. Click "Staff" in the top navigation bar as shown in the screenshot below:



3. Click on "Staff Resources" highlighted with the red box shown in the screenshot below:



- Click on "Paperless Payroll" from the left navigation bar.



OUR SCHOOLS  TRANSLATE/TRADUCIR SIGN IN

 **YONKERS**  
PUBLIC SCHOOLS

Students Families Staff 

HOME ABOUT YPS SCHOOLS & PROGRAMS LEARNING CONTACT CALENDAR

HOME • STAFF • STAFF RESOURCES

**Staff Resources**

- Paperless Payroll**
- Human Resources Forms
- Code of Ethics
- Teachers of Tomorrow

**Paperless Payroll**

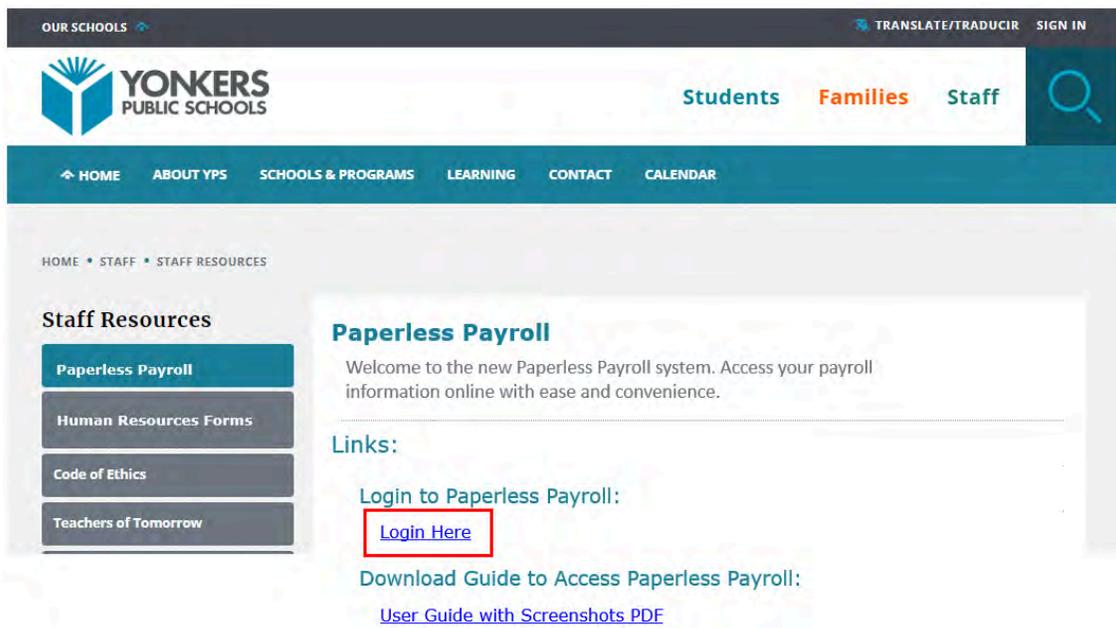
Welcome to the new Paperless Payroll system. Access your payroll information online with ease and convenience.

Links:

Login to Paperless Payroll:  
[Login Here](#)

Download Guide to Access Paperless Payroll:  
[User Guide with Screenshots PDF](#)

- Click on "Login Here" to access the Paperless Payroll login page.



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6. The “Login Page” will then be displayed as shown below:



The screenshot shows a login interface with a blue header that reads "WELCOME TO HIGH LINE". Below the header is a white login form. On the left side of the form is a photograph of three people (two women and one man) smiling and looking at a laptop. The form contains three input fields: "Last Name:", "Person Code:", and "Password:". To the right of these fields is a green square button with the text "Log In" in white.

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  - Person Code: Your Employee ID # (located in front of your employee ID card)
  - Password: First two letters of your last name (capitalized), last two digits of your most recent year of hire, last four digits of your employee ID number, followed by an exclamation mark (!).
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