

WEB-BASED PAY INSTRUCTIONS FOR EMPLOYEES

Paris Junior College has a pay web-based program where you will be able to look at and print your pay stubs. Full time employees will be able to look at their sick/vacation leave balances.

The website is: www.parisjc.edu

Click on MyPJC link (at top right)

Use the instructions listed under WHAT'S NEW?

You can view pay stubs (all employees) and leave balances (full-time employees)

If you experience issues with your login, please contact the PJC IT Department at extension 1496.

Full time Employees: Please make sure you or the supervisor turn in your absence reports with the proper signatures in a timely manner for all sick, vacation, etc. so Human Resources can enter your leave on a regular basis. Consecutive dates on an absence report will be entered with the first date of leave and total number of hours. For example, if you are absent September 27-29 for 24 hours (3 consecutive days), it will be entered 09/27/10 and 24 hours. Please be sure to put the total number of hours used on the absence form. Absence reports are located on the PJC website under the Faculty & Staff General Links Faculty & Staff Form Library.

Maintenance employees will be able to use the computer in the Maintenance department to look up and print their pay stubs and leave balances or use the computer in the Human Resources office.

If you have any questions, please feel free to call Kim Brown at 903-782-0480, Ashley Turk at 903-782-0316 or Melanie Hatcher at 903-782-0304.

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