

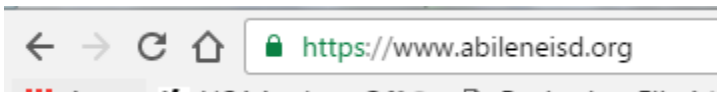
To use TEAMS **Step 1 through Step 6 will be the same.**

**Step 1** Turn on/log on to a computer, and find Google Chrome

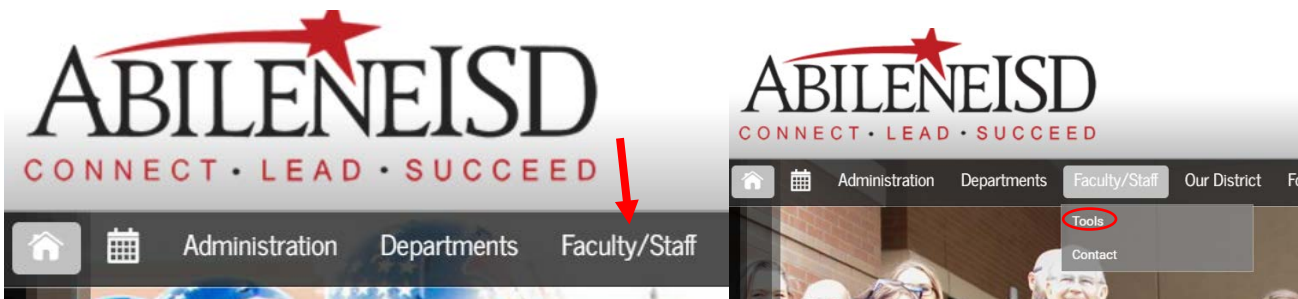


Click on Google Chrome

**Step 2** Type [www.abileneisd.org](https://www.abileneisd.org) in the address line at the top of the page Then click enter



**Step 3** Point your mouse to Faculty/Staff and click on Tools



**Step 4** On this page you have to scroll down to STAFF TEAMS and click on it



**Step 5** On this page you will see a video of Dr. Young, and to the right of that is a link **TEAMS Employee Service Center**

Information



Click on it

PROLOGIC TEAMS LOGINS

TEAMS SIS

<https://teams.abileneisd.org/>

**TEAMS Employee Service Center**

<https://teams.abileneisd.org/servicecenter>

**Step 6** On this page type your username (firstname.lastname) in the UserID box and your password below it and click on the "Sign On" button

Please log in with your TEAMS user ID and password.

**Login**

User ID: \*

Password:

**Sign On** **Forgot Password** **Forgot User ID**

Need an Account? [Register](#)

## How to print your paystub in TEAMS.

**Step 7** On this page you will see a link called My Payroll Information, click on it

Information

**My Service Center Home**

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Pay Information


**My Payroll Information**

My Documents

LogOff

Service Center Homepage

**Welcome**



**Employee Service Center**

Welcome to the Abilene Inde

**Step 8** Now click on the line that says "My Paychecks"

Information

**My Service Center Home**

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Pay Information

My Payroll Information

**My Paychecks**

My Supplemental Pay

My Tax Withholding(W-4)

My Proposed W-4

My W-2

My 1095

My Direct Deposit

My Paycheck Location

My Documents

LogOff

Service Center Homepage

**Welcome**



**Employee Service Center**

Welcome to the Abilene Inde

**Step 9** Now you click on the line with the paycheck you want to print to highlight it and then click on the button “View My Paystubs”

Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2

**Employee PayChecks**

Sort | Clear Sorted by: (default)

Check Number	Check Status	Run ID
8008708	Issued	2377
8006573	Issued	2169
8003179	Issued	1953
8001345	Issued	1649
8001008	Issued	1549
8000497	Issued	1240
8000056	Issued	910

**View Pay Stubs**

Date Range

**Step 10** Now a page opens with your Paycheck Details. Right click anywhere on the pay check details page, and you will see a small gray box opens, and in the middle of it you click on the word “Print”

Abilene Independent School District

1024 x 768  
View Source  
Live Source  
**Print**  
PrtScn Portait  
Enable DB Column  
Info

Pay  
Software Analyst  
Cell Phone - \$47

**Step 11** Now you should see a page open with PRINT information, and on my screen there is a Print button, yours should also have a print button, and when you click that button your paycheck should print.

Print Cancel

Destination: \\PrintAdmin\200-XC-T... Xerox MFP

Change...

Pages: ☒ All ☐ e.g. 1-5, 8, 11-13

ID: 9109931

Pay Check

Abilene Independent School District

Janne Herfurth  
3434 S 11th St  
Abilene, TX 79605 - 3926

Pay  
Software Analyst  
Cell Phone - \$47