

Logging in to Lawson Employee Self-Service & Viewing Paycheck

Step 1: In the address field at the top of your Internet browser screen type: <http://e-aps.apsk12.org>.

Step 2: The log-on screen appears with a box reading:

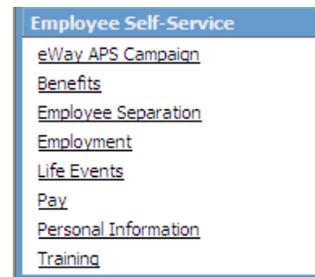


User ID: Enter **Your APS Employee Number** (it is a 6-digit number)

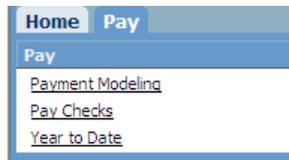
Password: Enter (lower case letters) **the first initial of your first name, the first initial of your last name, and the last four digits of your Social Security Number** (*without spaces or dashes*).

To View Paycheck:

Step 1: On the left navigation pane, under the **Employee Self-Service** tab, click **“Pay”**.



Note: You may choose ‘Payment Modeling’ to view deductions. Choose ‘Pay Checks’ to see pay check stubs by pay period. Choose ‘Year to Date’ to see annual pay to date and annual deductions to date.



Step 2: Click **“Pay Checks”**.

Step 6: Select an icon ◆ in the **“Details”** column to display the check details for a particular period.

To Print Paystub:

Step 1: On the top of the screen, notice the [View check stub link](#). Click the link.

Step 4: Once the paycheck stub displays, navigate to the menu at the top of the screen and select **“File”** → **“Print”**.