



# Electronic Pay Stub Access Instructions

**Step 1)** Using any computer with an Internet connection type in the following link:  
<http://bsdweb.boiseschools.org/>

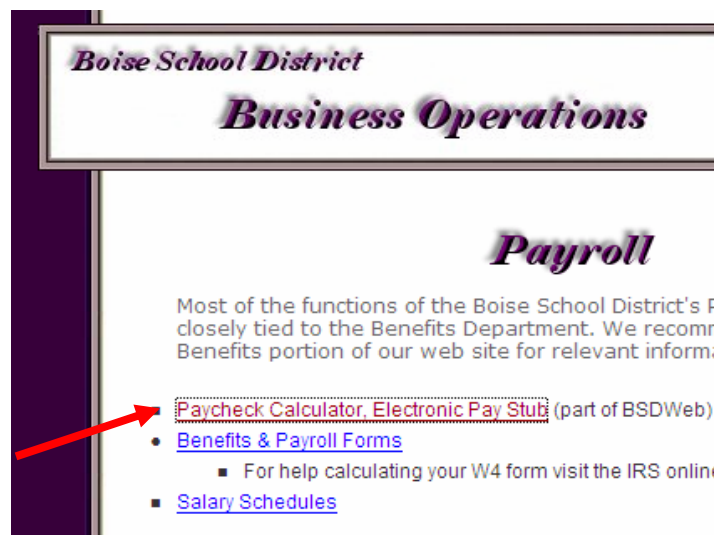
This will take you directly to BSDWeb - **Skip to step 4**  
**OR**

Access the page from the Boise School District's web site: <http://www.boiseschools.org>

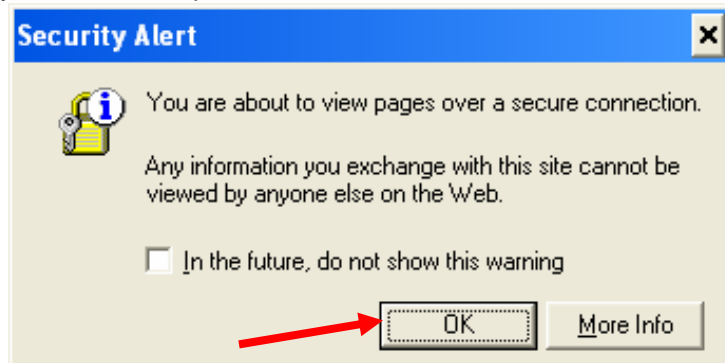
Roll your cursor over: **Employee Services, Business Operations** then select: **Payroll**



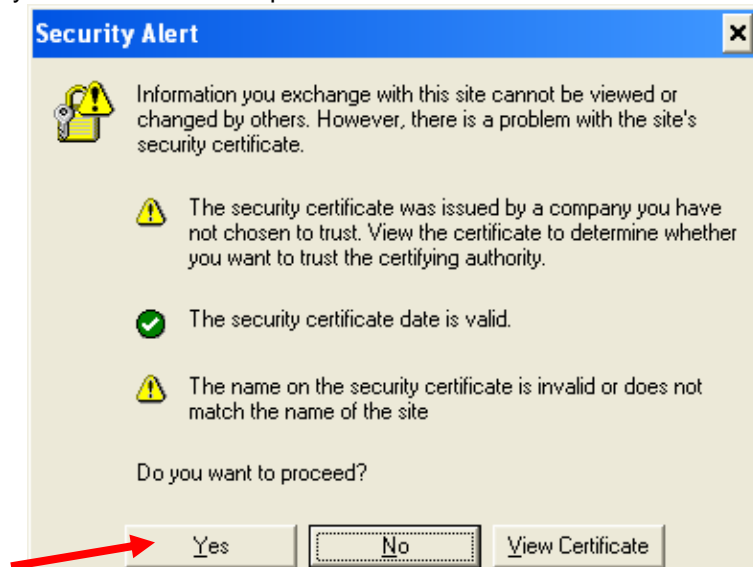
**Step 2)** Select: [Paycheck Calculator, Electronic Pay Stub](#)



**Step 3)** A Security Alert box will open. Select: **OK**



**Step 4)** A Security Certificate box will open. Select: **Yes**



**Step 5)** Enter your **Employee ID** (located on your ID badge) and the **last 4 digits** of your Social Security Number. Select: **Login**

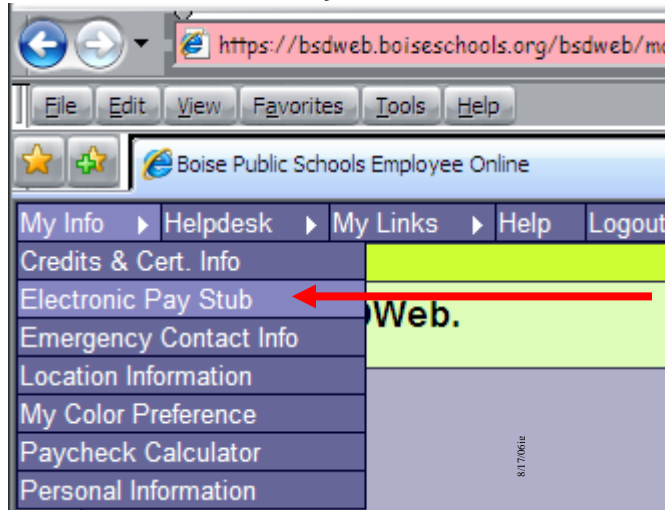


Employee ID:	<input type="text"/>
Last 4 digits of SSN:	<input type="text"/>

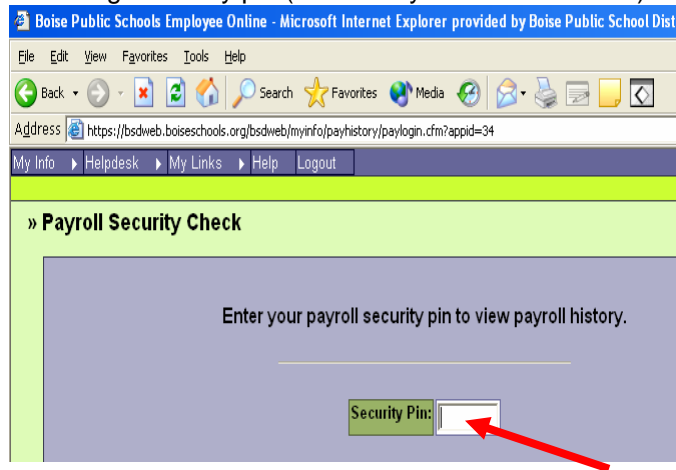
Login

[Help](#)

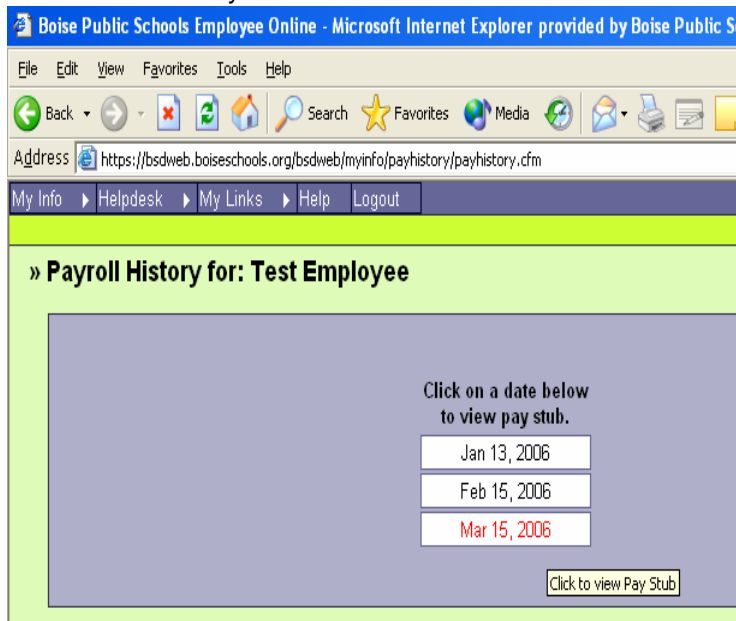
**Step 6)** Select: **My Info** Select: **Electronic Pay Stub**



**Step 7)** Enter your four digit security pin (mailed to your home address).



**Step 8)** Select the **Month/Year** you would like to view.



**Step 9)** You can view and/or print your paystub.



The Independent School District  
of Boise City  
8169 W. Victory  
Boise, Idaho 83709

**STATEMENT OF EARNINGS AND DEDUCTIONS**

Test Employee 123 Street BOISE ID 83709 SSN: ***-**-9999	Employee No: 999999 Location: 113 EFT Date: 02/15/2006 EFT No: 999999	TAX DATA: Federal ID State Marital Status: Married Married Allowances: 1 1 Add. Amt.: 29.00 0.00
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EARNINGS				PAYROLL DEDUCTIONS		
Description	Rate	Units	Amount	Description	Current	YTD
Salary Paid	0.00	0.00	3,035.07	*** CAFE PLAN		
				Vision Services TS	12.28	24.56
				Total:	12.28	24.56
				*** NON-TAXED DEDUCTIONS		
				PERSI Retirement	189.08	381.44
				Total:	189.08	381.44
				*** MISC DEDUCTIONS		
				Disability Insurance	14.14	28.28
				Total:	14.14	28.28

TAXES		
Description	Current	YTD
Federal Income Tax	250.72	508.83
State Income Tax	114.66	232.97
Fica SS	187.41	378.08
Fica MI	43.83	88.42

	Gross Pay	Cafe Plan	FICA Gross	Non-Taxed DED	Taxable Gross	Total Taxes	Misc. Ded	Net Pay
Cur	3,035.07	12.28	3,022.79	189.08	2,833.71	596.62	14.14	2,222.95
YTD	6,122.68	24.56	6,098.12	381.44	5,716.68	1,208.30	28.28	4,480.10

SAVE THESE MONTHLY FORMS FOR INCOME TAX REFERENCE AND TAX RETURNS



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Date: 02/15/2006  
EFT No: 999999

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account No.	Deposit Amount
Savings	00635850	2,222.95
Total:		2,222.95

**NON-NEGOTIABLE**

If you have questions or need assistance please contact the District Payroll Office by **phone** (208) 854-4025 or **email** [payroll@boiseschools.org](mailto:payroll@boiseschools.org)