



THOMAS | GREENBRIER | IVY HILL | OLIVE | PATTON
SOUTH | DRYDEN | WESTGATE | WINDSOR

PAY STUB REQUEST

As part of our commitment to transparency and compliance, please be aware of the following guidelines regarding access to pay stubs for both current and former employees:

1. Current Employees

- The majority of current employees have access to view their pay stub information electronically and/or print their pay stub information through Skyward Employee Access. The link can be found at <https://www.sd25.org/domain/25>. If you need assistance with logging in, please contact rcacini@sd25.org.
- Employees may also request a physical copy of your pay stubs. These requests **must be in writing**, and may be sent to the Payroll Department or emailed to abazarova@sd25.org. Copies will be provided **within 21 calendar days** of the request. Physical copies of pay stubs may be requested **up to 2x in a 12-month period**.

2. Former Employees

- Former employees may also request physical copies of your previous pay stubs. These requests **must be in writing**, and may be sent to the Payroll Department or emailed to abazarova@sd25.org. Copies will be provided **within 21 calendar days** of the request. Requests are limited to **twice in a 12-month period**, and must be made **within one year of separation**. You may choose to receive copies in **physical or electronic format**.

3. Employees Separating Employment with the District

- Employees separating from service may request copies of **all pay stubs from the previous year** before the end of your final pay period. These requests **must be in writing**, and may be sent to the Payroll Department or emailed to abazarova@sd25.org.