

INTRODUCING E-STUB

E-Stub is now available. You can get your pay stubs online!

DIRECTIONS:

Go to <http://www.barren.kyschools.us/> on the internet (District Home Page).

Click on Staff at the top of the page.

You will find Estub in the Links column under Human Resources on the left side of the screen.

KEEIS E-Stub logon page will come up.

You will login with your **employee ID number**. If you do not know your employee ID number please contact Jessica Kistner at the Central Office. (270) 651-3787.

For your initial login your password will be your full social security number without spaces or dashes. After clicking sign in it will prompt you to create a new customized password. Be sure to create a password that meets the requirements. If the customized password does not meet the requirements listed it will lock you out of the system.

All your check history will come up with options to view.

Click view on right hand side for the payroll date you wish to see.

Click on print at the top of the page to print a pay advice. A different view of the pay advice will come up then hit print. Return to check history.

The option to view your Employee sick, personal and vacation days is at top of the page in the blue line. Click on [Employee Info](#) and it will show you your yearly income/ pay rate and all employee information. If any of your information is wrong, please contact the Payroll dept at Central Office to correct the information.

If you forget your PIN or (Password), you must contact the system administrator, Jessica Kistner, to reset the #. It will revert back to your SSN, then you will have to reset a new pin# (Password) as you did the first time you logged on.

Please feel free to call (651-3787) or email with any questions to the Finance Dept: