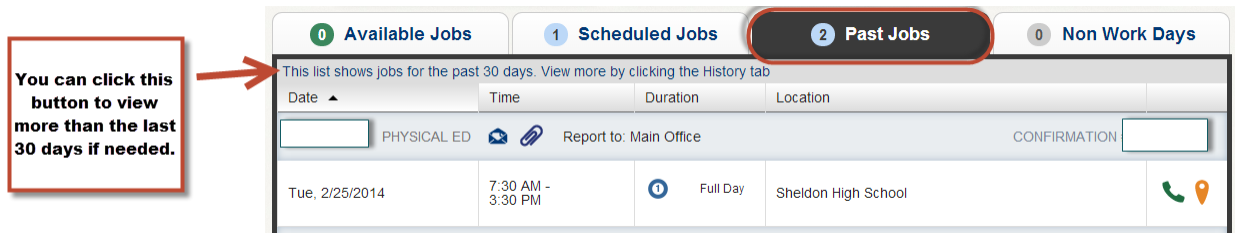
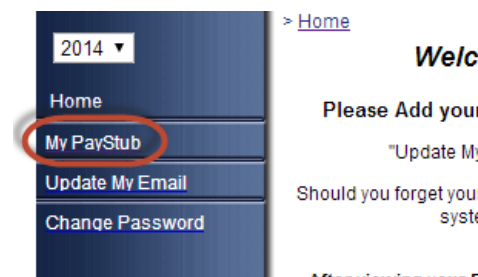


How to verify I was paid for the hours I worked as a Guest Teacher?

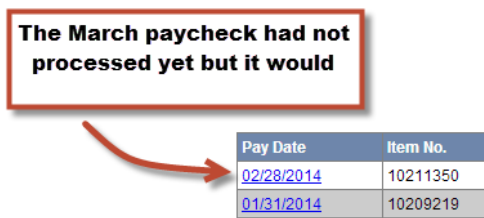
1. Log into AESOP at <http://www.frontline12.com/Products/Aesop.html>.
2. Click on your “Past Jobs” tab on your home screen. This will show you all the jobs you worked for the past 30 days.



3. Count your number of hours during the last pay period.
 - a. Remember the pay periods are from the 16th through the 15th of the following month. So this day above (02/25/2014) would show up on the March 31st paycheck (02/16/2014-03/15/2014).
 - i. As it is over 4 hours you are expected to work 8 hours and will be paid for 8 hours.
 - ii. Remember you are always paid for either 4 or 8 hours and are expected to work those hours.
4. Once you have the number of hours you worked during the pay period log into the My Pay Stub system (<http://www.4j.lane.edu/staff/paystub>).
5. Click on the “My PayStub” link on the left.



6. Click the corresponding pay date/paycheck



7. This will download your paystub. You must enter the last 4 of your social security number to open the paystub. Once opened review the “Hours” column at the top of your paycheck. This should match with the number you calculated on step 3.
8. If you find a discrepancy contact Brandon Crohare at crohare_b@4j.lane.edu.