Omaha Public Schools has 2 ways to access your check/advice stubs online. Accessing will depend on your location. Inside of an OPS facility (at work) follow #1. Outside of an OPS Facility (at home) follow #2 on page 4.

1. Follow the instructions below to access your check/advice stubs if you are IN an OPS facility (intranet).

Navigation to PS Login:
Omaha Public Schools Website  http://district.ops.org
Go to: Staff Links  click ePlus
https://aplus.ops.org/psp/PA89prd/?cmd=login

Login using your network credentials

Click the PS link
https://aplus.ops.org/psp/PA89prd/?cmd=login
Login to your PeopleSoft - Self Service Account by using your network credentials. Your network credentials are the User ID and Password that have been assigned to you. If you need assistance with your credentials please call the Help Desk at 402-557-4466.

Navigation

Self Service > Payroll and Compensation > View Paycheck
1. Select check/advice issue date as example below for 08/15/2012.

2. Click button ‘View Check Details’.

3. To print a copy, click the printer icon.

4. To save a copy, click on the disk.

View and reprint checks.

Employee Name  EmpID  012345

Select check/advice date for reprint.

<table>
<thead>
<tr>
<th>Paycheck Issue Date</th>
<th>Company</th>
<th>Net Py</th>
<th>Paycheck Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/15/2012</td>
<td>OPS</td>
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<tr>
<td>07/13/2012</td>
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<td>04/13/2012</td>
<td>OPS</td>
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</tr>
</tbody>
</table>

Click ‘View Check Details’. Wait 30 seconds for processing.

Click Printer icon below after checks displays.
2. Follow the instructions below to access your check/advice stubs if you are Outside (at home) an OPS facility (internet).

Navigation to District Portal: https://portal.ops.org/

Login to your Omaha Public Schools Portal by using your network credentials. Your network credentials are the User ID and Password that have been assigned to you. If you need assistance please call the Help Desk at 402-557-4466.
Click on Staff Applications or Staff Applications 2

Click on the Peoplesoft Self Service Icon

Login to your PeopleSoft - Self Service Account by using your network credentials. Your network credentials are the User ID and Password that have been assigned to you. If you need assistance with your credentials please call the Help Desk at 402-557-4466.
Navigation

Self Service > Payroll and Compensation > View Paycheck

Processing

1. Select check/advice issue date as example below for 08/15/2012.

2. Click button ‘View Check Details’.

3. To print a copy, click the printer icon.

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### View and reprint checks.

#### Employee Name

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**View Check Details**

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