Instructions for retrieving a check stub from the Employee portal

Log into the portal at https://ep.vcoe.org/employeeportal/

Click on My Activities on the top left corner of the page

My Activities
Conejo Valley Unified

Next Click on My Payroll

My Payroll
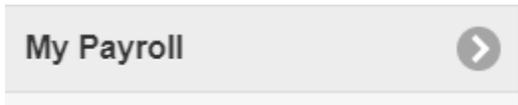
The next thing you will see is a summary of the last pay stub. To get actual copies of the check stubs, click on "Recent Paychecks"

Last Pay Stub	Recent Paychecks	W-2 Statements	1095 Statements

The stubs are listed in order by pay day with the most recent on top. Click on "View Paycheck" to get the actual pay stub for whatever pay day you need.

View Paycheck
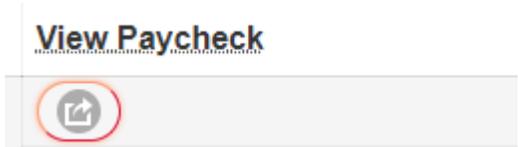
The file icon is on the bottom left corner of the page and if you click on the up arrow you have an option to open it.

Pay-06-29-18.pdf
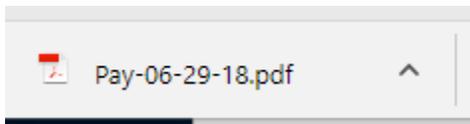
The file will open up as a pdf and you can either print it or save it somewhere on your computer or mobile device.