

Frequently Asked Questions (FAQ's)



EZStub ... The Facts

What is EZStub?

EZStub provides our employees secure online access to current and past pay information 24/7. It is far more secure than storing paper stubs for future reference because others can see them, they can be lost, or left where others might take them. EZStub electronic paystubs are only seen by the employee who has password-protected access. It also offers unique messaging features and delivery options.

What are EZStub electronic pay stubs?

EZStub electronic pay stubs are the replacement for paper stubs. There are many benefits of EZStub electronic pay stubs such as online access to current and past pay statements for quick reference when applying for credit, or for tax verification. You may even view your EZStubs from any computer with internet access safely and securely at any time.

How secure are EZStub electronic pay stubs?

The electronic pay stub is more secure than the paper pay stub. Less people handle your EZStub pay stub than paper pay stubs. Only you will know your password. All data transmissions between your computer and our data center are encrypted using industry-standard SSL protocols.

Who has the capability of seeing my EZStub pay stub?

No one can view your EZStub pay stubs except you, and of course, your payroll administrator. In order to view your EZStub pay stubs online, you must enter your login ID and password. You should not give this information to anyone for your own security.

What information will be on my EZStub pay stub?

Your EZStub is customized to look very similar to your paper pay stub. The only information that you will see on your EZStub pay stub is the information that appears on your paper stub. Your social security number and address will not appear on your pay stub.

What are EZStub messages?

Just like your EZStub pay stubs, your employer can elect to send you important messages that you receive when you log into <http://www.myezstub.com/ccps> . It's a great way for employers to keep you informed of company changes, events, etc.

Accessing your pay stubs

How do I get to my EZStubs online?

To access your EZStubs online simply go to your internet browser and type in the web address: www.myezstub.com/ccps and log in using your EZStub login ID and password.

I do not have a login ID ... what do I do?

If you do not know or have a login ID, contact the Help Desk (239-377-0445).

I forgot my password ... what do I do?

If you know your login ID but don't remember your password, simply enter your login ID and click "reset my password". Your password will be sent to your email address on file.

How do I view my EZStub electronic pay stub?

After you log in, the main screen will display the EZStubs available for you to view. To view an EZStub, simply locate the EZStub that you wish to view and click on the blue arrow.

Can I print my EZStub and EZStub messages after viewing it online?

Certainly! While you are viewing your pay stub, simply click on "print as HTML statement" button at the top of the page, and follow the instructions for your printer.

How many past pay periods will I have access to?

Your EZStub is available on payday for viewing. Your pay history for the current year-to-date period and the previous year is always available online for viewing at anytime.

When will I be able to see the next pay period's EZStub?

Stubs are loaded Friday morning of payday and will be accessible at that time.

Delivery Options ...

What methods of delivery can I choose from?

You have several delivery/viewing options to choose from:

- 1. **No delivery** – simply log in on pay day to view your EZStub.*
- 2. **Email Notification**– Notifies you that your EZStub is now available for you to view online.*
- 3. **Email Delivery** – An HTML page of your EZStub or an encrypted PDF password-protected PDF will be sent to your email address.*
- 4. **Text Message Notification** – Notifies you via text message when your EZStub is available for viewing. Select fields such as net pay may be included in the text message. You will incur your normal text messaging charges if you select this option.*

Manage My Account ...

Change my password?

To keep EZStub information on <http://www.myezstub.com/ccps> secure, you are assigned a password. Once you are signed in, you may change your password at any time. After logging in

to <http://www.myezstub.com/ccps> with your login ID and password, click “manage your account” and click the “change password” link. Enter your old and new passwords in the space provided. You will be required to enter your new password twice. Click the “save changes” button. **NOTE: Upon your initial log-in, you are required to change your password.**

Update/Change my primary email address?

Click “manage your account” and type your district email address in the primary email address field. Once you have entered/changed your primary email address, click “save changes” button to ensure that your email address was accepted.

Update/Change my email address that my EZStub’s are sent to?

After logging into <http://www.myezstub.com/ccps> with your login ID and password, click the add email delivery options button”. The email information screen will appear allowing you to enter/change your email information. You will have the option of emailing your paystub as an encrypted PDF document or an HTML document. Once you have enter/changed your delivery email address, click the “Save Options” button to ensure that your new email address was accepted.

What happens if I give an incorrect or invalid email address?

EZStubs are sent to the email address on record. This email address is initially supplied by you. If you do not get your EZStub via email, check the email address on file for accuracy. If indeed you have entered the incorrect email address, immediately change your email address. If your email address is correct, notify the Technology Help Desk (239-377-0445) for assistance.