Please take note of the following directions to access your pay stubs online:

**OPTION A:**

1. Go to [https://payroll-alabaster.acsboe.org](https://payroll-alabaster.acsboe.org) or click the link on the ACS website. It’s at the very bottom of the main page.
2. Sign in using your FirstName.LastName, password, and the last 4 digits of your Employee ID Number.

Note: If your employee ID number is less than 4 digits, use a leading 0.

**OPTION B:**
If you don’t have a computer log in or ACS e-mail account, here’s how to access your stubs:

1. Go to [https://payroll-alabaster.acsboe.org](https://payroll-alabaster.acsboe.org) or click the link on the ACS website.
2. Enter your FirstName.LastName, FirstName.LastNameLast 4 digits of your employee number, and the last 4 digits of your employee number again.

**EXAMPLE:** Beth.Emerson (FirstName.LastName)  
Beth.Emerson9999 (FirstName.LastNameLast 4 digits of employee ID)  
9999 (last 4 digits of employee ID)

You will be asked to change your password to something you will remember the first time you log in.

The password in Option A is assigned by ACSIT. It’s the same password you use to log into your computer. I can’t reset this password.

If you are using Option B and have forgotten your password, I can reset it.