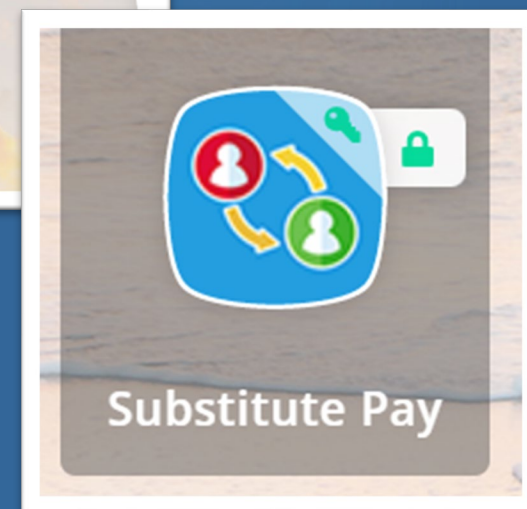
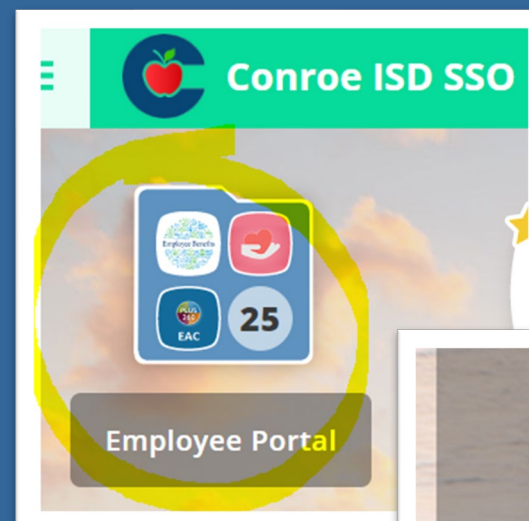


# Verifying Days Worked and Pay

- Use the Substitute Pay App to see paycheck information.
- Access the SSO through the CISD website, or directly through: [sso.conroeisd.net](https://sso.conroeisd.net).
- Use the same username/password combination that you use for email and district computer access.
- Click on the Employee Portal folder to find the Substitute Pay app – this allows you to see specific sub pay related information.



## Sub Pay History

EIN #####

Sub Begin	Sub End	Payroll Date	Sub For	Days	Daily Rate	Amount
4/22/2021	4/22/2021	5/14/2021	Doe, Jane	1.000	95.00	95.00
4/23/2021	4/23/2021	5/14/2021	Doe, Jane	1.000	105.00	105.00
Total:						200

# Verifying Days Worked and Pay

- In Frontline, your **Past Jobs** tab shows your past jobs that have not yet been processed by payroll
- The **History** link shows jobs worked that have been processed. This allows you to confirm what days you have worked.



If you do NOT see a day that you worked in your history, please contact the campus where you worked FIRST to confirm that you were paid for the day and resolve any issues.

If you feel that there is an error with your actual deposit or deposit account, please contact the CISD Payroll department at [payroll@conroeisd.net](mailto:payroll@conroeisd.net), or 936-709-7722.