



«First_Name» «Last_Name»

«Address»

«City», «State» «Zip»

Sample


Dear «First_Name»,

You have been set up on the State of Nebraska, Department of Education bi-weekly payroll for the Work Based-Learning Experience or On-the-Job Training/Evaluation you are participating in. Once you have been paid, you can view and/or print your paystub by logging into the state's website (<https://jde.ne.gov>) with the following user id and password:

User ID:«User_ID»

Password: «Password»

**If you encounter problems logging into the system, please contact NDE Human Resource Department stating your issue, along with your USER ID at nde.hr@nebraska.gov.

Once logged in, click on the Navigator icon  at the top of the page, and then select STATE OF NEBRASKA → Self Service → Pay Stub Review and Print. **It is important to know that access to your paystub(s) will end one week after your final pay date.** If you miss the deadline to access your FINAL paystub, please contact nde.hr@nebraska.gov for a copy.

If you are unable to print your paystub, you may contact NDE Central Accounting by email nde.centralaccounting@nebraska.gov to request a copy be mailed to you. If you are unable to email, please contact your VR Specialist/Counselor and they can contact Central accounting for you and put in your request.