## **On-Line Access to Pay Stub**

You will be 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 will be able to view and/or print your paystub by logging into the state's website (<u>https://pfc.ne.gov</u>).

A letter with your user id and password will be sent to you once you have started working. If you encounter problems logging into the system, please contact NDE Human Resource Department stating your issue, along with your USER ID at <u>nde.hr@nebraska.gov</u>.

Once logged in, you will click on the Navigator icon 2 at the top of the page, and then select STATE OF NEBRASKA  $\rightarrow$  Self Service  $\rightarrow$  Pay Stub Review and Print to print your paystub.

\*\*It is important to note that access to your paystub(s) will *end one week <u>after</u> your final pay date.* 

If you miss the deadline to print your final paystub or unable to print any of your paystubs, please email <u>nde.hr@nebraska.gov</u> for downloadable or printed copies. If you are unable to email NDE HR, please contact your VR Specialist/Counselor and they can contact NDE HR for you and put in your request.