

Instructions for On-line Pay Advices

As an employee of GOCC, your pay is directed deposited and your Pay Advices are available online. (A Pay Advice serves the same purpose as a check stub).

Go to: www.glenoaks.edu

Click on: Oak Trails

Click on: Log in

Enter your ID and password*

Click on: Employees

Click on: Pay Advices

Click on: Current Pay Date or any date for which you have been paid

You will now be viewing your pay advice....

*Your user id is your first initial, second initial and last name (ex: John Q Doe would be jqdoe) and your password is your last 4 digits of your SSN. After your first log in, you will be asked to create a new password, it has to be between 6 and 9 characters and include at least one number.

If you decide to print, be sure to have the page setup as landscape.

Thank you! If you have any questions, please contact Joni Smith or Candy Bohacz!