



**La
Joya**

Independent School District
Administration and Finance
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June 2, 2011

Dear La Joya ISD Employee,

La Joya ISD is embracing the "Go Green" campaign by going paperless at the Payroll Department. Beginning on September 2011, La Joya ISD is eliminating the printing of non-negotiable paper pay stubs to employees who have direct deposit. You will get the same pay information you receive now by using the secured La Joya ISD "Employee Portal" link.

Here are a few benefits in using the new La Joya ISD "Employee Portal":

- Faster and easier access to personal pay information.
- All information on your paper pay stub (pay rate, leave, deductions, etc.) will be available online.
- There is less risk of identity theft. You will not have to shred paper statements or worry about your pay stub being misplaced or stolen.
- You can print your most recent and prior W-2's at your convenience.
- You will be able to view current and historical pay information anytime you want.

Thank you for helping La Joya ISD "go green". Register now so you can start accessing your personal pay information immediately and also please make note that as of September 2011, you will no longer receive a non-negotiable paper pay stub. Please follow the user friendly instructions on how to access the system by logging on to WWW.LAJOYAISD.COM and clicking on **"Employee Portal."**

If you need help accessing the La Joya ISD "Employee Portal" website, you may contact the Payroll Department at 956-580-5196.

Sincerely,

Ben Garza Jr.
Director of Accounting & Payroll Services

Alfredo Vela, Assistant Superintendent for Administration and Finance
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