

WEB-BASED PAY INSTRUCTIONS FOR EMPLOYEES

Paris Junior College has a pay web-based program where you will be able to look at and print your pay stubs. Full time employees will be able to look at their sick/vacation leave balances.

The website is: www.parisjc.edu

Click on MyPJC link (at top right)

Login

Click on Employee Tab

You can view pay stubs (all employees) and leave balances (full-time employees)

If you experience issues with your login, please contact the PJC IT Department at extension 1496.

Full time Employees: Please make sure you or the supervisor turn in your absence reports with the proper signatures in a timely manner for all sick, vacation, etc. so Human Resources can enter your leave on a regular basis. Consecutive dates on an absence report will be entered with the last date of leave and total number of hours. For example, if you are absent September 27-29 for 24 hours (3 consecutive days), it will be entered 09/29/25 and 24 hours. Please be sure to put the total number of hours used on the absence form. Absence reports are located on the PJC website under the Faculty & Staff Resources, Faculty & Staff Form Library, Human Resources, Absence & Leave.

If you have any questions, please feel free to call Kim Brown at 903-782-0480, Ashley Turk at 903-782-0316 or Melanie Hatcher at 903-782-0304.

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