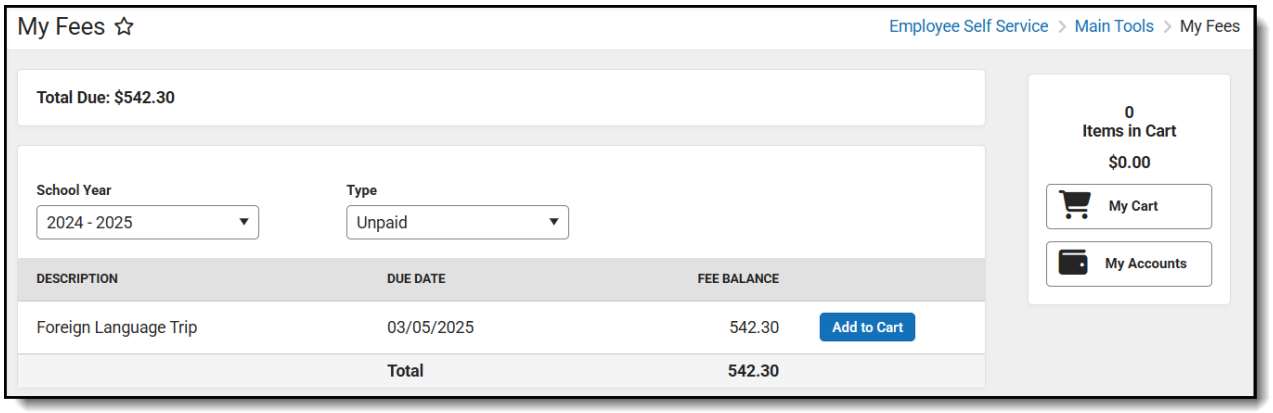
My Fees (Employee Self Service)

Last Modified on 07/08/2026 2:17 pm CDT

Tool Search: My Fees

This functionality is only available to districts who have purchased Campus Payments.

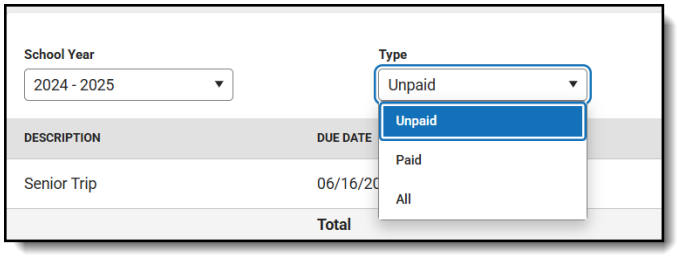
The My Fees tool provides a list of all fees assigned to you. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.



Filter the fees list

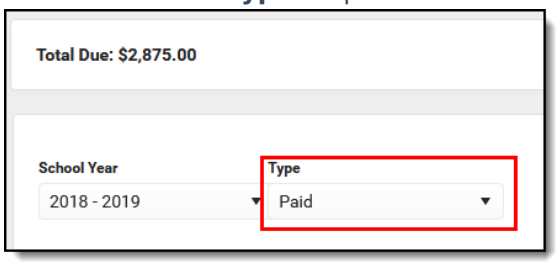
How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.



How do I find fees I already paid?

Select *Paid* in the **Type** dropdown list.

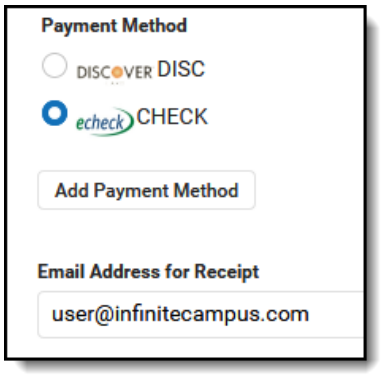
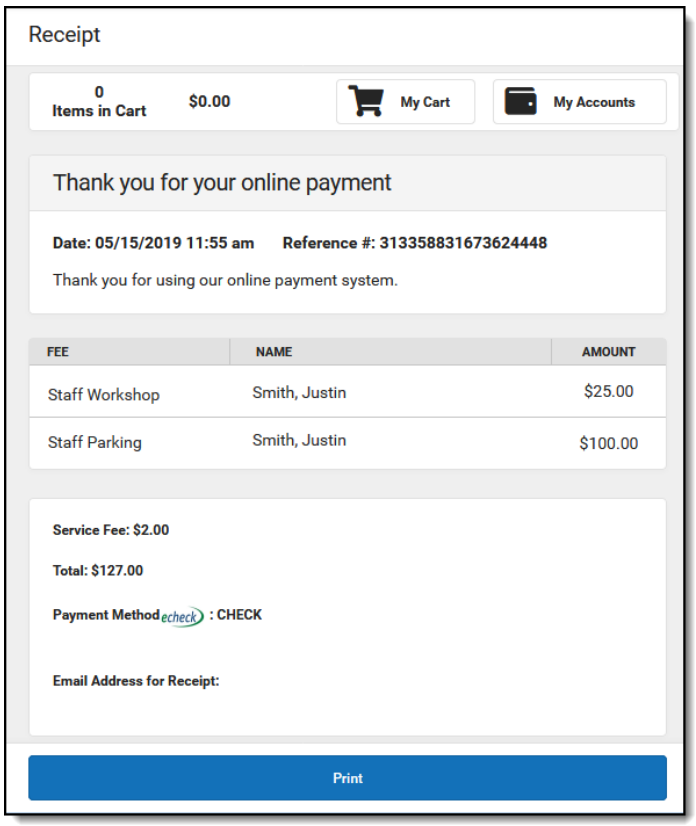


When Paid is selected, partially paid fees do not display. Instead, select **Unpaid** and click the arrow next to the partially paid Fee to see the paid amount.

The Payment History tool is a good place to review all payments you have made including payments for Fees.

Pay a Fee

Step	Action
1	Click **Add to Cart** for the Fee you want to pay. Campus puts the Fee in your cart and updates the total items and cost. You can add additional Fees before checking out. You can also add Food Service payments and Optional Payments before checking out.
2	Click **My Cart**. The My Cart screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time. If your district allows you to partially pay a fee, you can change how much you want to pay in the **Amount** field.

Step	Action
3	Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*). Click the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen. 
4	Click **Submit Payment**. A confirmation message displays. Click **OK**. The Receipt screen displays. Click the **Print** button to print a copy of the receipt. 

Optional Fees

Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, donations to the school, school supplies, etc. Optional Fees are paid using the Optional Payments tool. See the Optional Payments article for more information.