

VALDOSTA CITY SCHOOLS Employee Portal

Valdosta City Schools is proud to announce the New Employee Portal is now available.

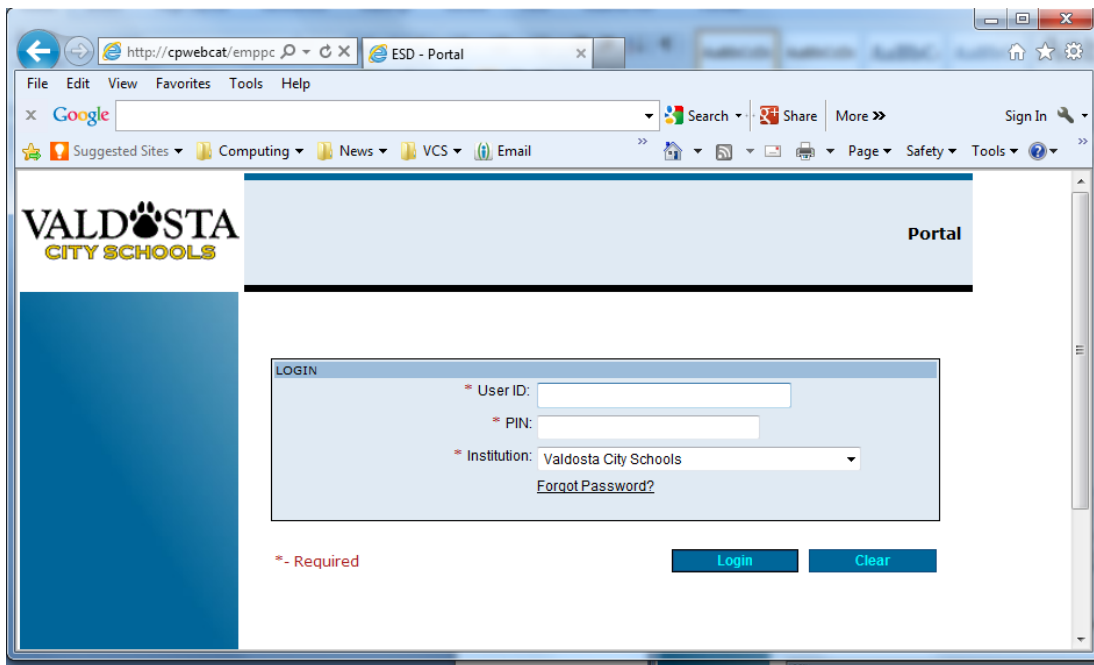
The VCS Employee Portal is a web-site for employees to review certain employee data. You will be able to review:

- Address information
- Attendance information
- Paycheck information
- Current deductions & benefits
- Tax filing status & exemptions (from your W-4)
- Certifications
- Check simulation
- Download tax forms, address change form, and direct deposit form

Access to Valdosta City School Portal

The VCS Employee Portal is available through a secure website. There will also be a link on the gocats.org website.

<http://cpwebcat/empportal/>



The screenshot shows a web browser window with the URL <http://cpwebcat/empportal/>. The page features the Valdosta City Schools logo on the left and the word "Portal" on the right. The main content area is a login form titled "LOGIN" with the following fields:

- * User ID:
- * PIN:
- * Institution: Valdosta City Schools (dropdown menu)

Below the fields is a link for [Forgot Password?](#) and two buttons: "Login" and "Clear". A red asterisk with the text "- Required" is located at the bottom left of the form area.

Your User Id is the same as your employee number. (This is the same as your Infinite Campus username minus the letter.) **Your PIN is initially set as the last 4 digits of your social security number. Change the PIN after you login the first time.**

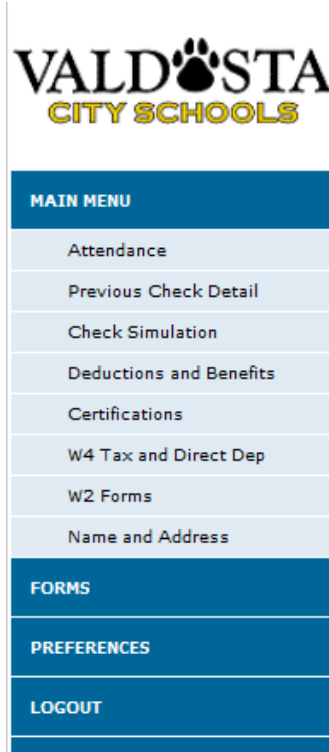
VALD^{PAW}STA

CITY SCHOOLS

Employee Portal

Portal Menu

The portal menu displays on the left of the screen as shown below:

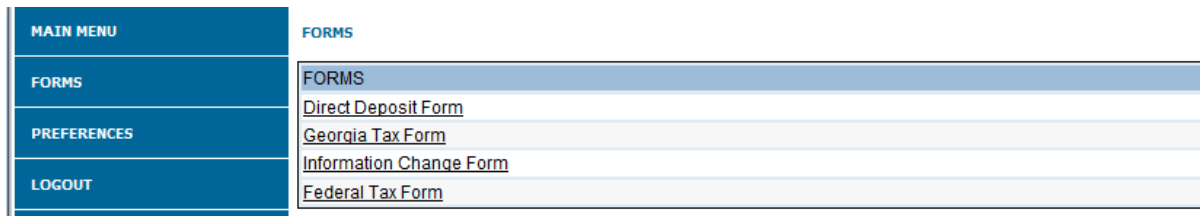


Reset Your PIN

Go to Preferences after your initial login to change your PIN.

Forms

Under the forms menu you will find forms to change your direct deposit, change your current tax withholdings, and change your name and address information. You must print these forms and submit to payroll for any changes to occur.



*Remember changes to your direct deposit will go into effect 2 pay cycles after the change. You will receive a paper check the first payroll after any change.

VALDSTA CITY SCHOOLS Employee Portal

Attendance

Attendance displays your posted leave records. Calendar dates are shaded to show leave postings on that date.

Attendance

Year: Jul 01, 2012 - Jun 30, 2013 ▼

LEGEND	CATEGORY	CARRIED FWD EARNED	TRANS IN TRANS OUT	USED REQUESTED	BALANCE
	Personal	0.00	0.00	1.00	2.00
		3.00	0.00	0.00	
	Prof Learning Leave	0.00	0.00	8.00	-8.00
		0.00	0.00	0.00	
	Sick	0.00	45.00	2.00	51.50
		9.50	1.00	0.00	

July 2012							August 2012							September 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29
29	30	31												30						

October 2012							November 2012							December 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	2	3	4	5	6	7	8
7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15
14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22
21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29
28	29	30	31				25	26	27	28	29	30		30	31					

January 2013							February 2013							March 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

April 2013							May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1

Place the cursor over a highlighted date to display the type of leave and percent of day used. Prior years can be viewed by selecting a different year using the drop down menu.

Our leave is only available on this portal through the 2009-10 school year. Leave is only updated once per month for monthly employees. The information bar at the bottom of the page will tell you the last time leave was updated.

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VALDSTA CITY SCHOOLS Employee Portal

Previous Check Detail

Previous check detail displays a list of all of your paychecks by calendar year. You can view information from a particular payroll by clicking on the underlined document number.

MAIN MENU

- Attendance
- Previous Check Detail
- Check Simulation
- Deductions and Benefits
- Certifications
- W4 Tax and Direct Dep
- W2 Forms
- Name and Address

FORMS

PREFERENCES

LOGOUT

Year: Jan 01, 2012 - Dec 31, 2012 ▼

DOC. NO. REP. OF	DATE	GROSS	FIT	SIT	MED/ PENSION	DEDUCT	NET PAY
119255	12/19/2012	2,752.49	167.00	93.55	202.31	471.88	1,817.75
118219	11/16/2012	2,752.49	182.00	99.37	203.72	374.88	1,892.52
117191	10/31/2012	2,752.49	182.00	99.37	203.72	374.88	1,892.52
116193	09/28/2012	2,752.49	182.00	99.37	203.72	374.88	1,892.52
115216	08/31/2012	2,578.49	157.00	89.55	190.75	367.59	1,773.60
113389	07/31/2012	3,590.34	301.00	146.82	262.89	388.52	2,491.11
112398	06/29/2012	3,590.35	303.00	147.83	246.02	410.26	2,483.24
111377	05/25/2012	3,590.35	303.00	147.83	246.02	410.26	2,483.24
111022	04/30/2012	497.13	0.00	0.00	2.61	410.26	84.26
110024	03/30/2012	497.13	0.00	0.00	2.61	410.26	84.26
109032	02/29/2012	497.13	0.00	0.00	2.61	410.26	84.26
108046	01/27/2012	662.84	0.00	1.09	5.02	410.26	246.47
TOTAL:		26,513.72	1,777.00	924.78	1,772.00	4,814.19	17,225.75

[Email](#)

Click on the check number (Doc. No.) to display the detailed information from your check stub or direct deposit advice. This can be used in the place of a check stub in most circumstances.

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Doc. No. 183816 Check Date: 03/29/2013

Total Gross: \$ 1,109.97

PAYMENT DESCRIPTION	SALARY	PAYMENTS	PAID TO DATE	GROSS	ADJ.
Paraprofessional	13,606.00	7 out of 12	7,936.83	1,133.84	
Furlough Professional	-286.44	7 out of 12	-167.09	-23.87	
TOTAL:				1,109.97	0.00

	FILING STATUS	EXEMPTIONS	ADDITIONAL
FEDERAL	Married	0	0.0000
STATE(GA)	Married, Joint 2 Income	0	0.0000

TAXES/RETIREMENT	WAGES	CURRENT	YEAR TO DATE
Medicare	568.51	8.24	24.72
State Income Tax	478.28	5.38	16.14
TRS	1,133.84	68.03	204.09
TOTAL:		81.65	244.95

VOLUNTARY DEDUCTIONS	PRE TAX	CURRENT	YEAR TO DATE
AFLAC After Tax L/C/STD	No	23.10	69.30
AFLAC Pre Tax	Yes	23.40	70.20
Ameritas Network Dental Family	Yes	82.60	247.80
Ameritas Vision Family	Yes	21.60	64.80
MetLife 403(b) Percent	Yes	22.20	66.60
VEA	No	22.00	66.00
WELL UHC HMO FAM	Yes	413.86	1,241.58
TOTAL:		608.76	1,826.28

NET: 419.56

[Print](#) [Email](#) [Back](#)

Deductions & Benefits

Use the deductions and benefits screen to view employer paid benefits and employee paid voluntary deductions that are active on your record. This screen shows whether a deduction is taken on a pre-tax basis.

MAIN MENU	MAIN MENU > Deductions and Benefits																																																																								
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Certifications

Use this screen to view certifications.

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VALDSTA CITY SCHOOLS Employee Portal

Simulation

Use this screen to estimate your net check after making tax, insurance, or other financial changes. When you first click the link, you will see the checks in the current year. Click on the check number and the below screen will appear. You can see what your check would equal if you made changes to taxes, insurance, etc. Once you make the changes, click calculate.

Attendance	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">PAYMENT DESC AND TYPE</th> <th style="width: 20%;">OLD</th> <th style="width: 20%;">NEW</th> </tr> </thead> <tbody> <tr> <td>Migrant ESOL Support Staff</td> <td style="text-align: right;">\$ 1,846.08</td> <td style="text-align: right;">\$ 1,846.08</td> </tr> <tr> <td>Furlough Professional</td> <td style="text-align: right;">\$ -38.86</td> <td style="text-align: right;">\$ -38.86</td> </tr> <tr> <td>Gross Pay:</td> <td style="text-align: right;">\$1,807.22</td> <td style="text-align: right;">1,807.22</td> </tr> <tr> <td>Tax Multiplier:</td> <td style="text-align: right;">12</td> <td style="text-align: right;">12</td> </tr> </tbody> </table>			PAYMENT DESC AND TYPE	OLD	NEW	Migrant ESOL Support Staff	\$ 1,846.08	\$ 1,846.08	Furlough Professional	\$ -38.86	\$ -38.86	Gross Pay:	\$1,807.22	1,807.22	Tax Multiplier:	12	12																					
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***Note this screen is used solely for estimations, any changes to your actual check must be done through the payroll department. If you see "99" in the number of exemptions area, you have indicated "exempt" on your W4 or G4.**




W-4 Tax and Direct Deposit

This tab shows the information from your latest W-4 (federal tax form), G-4 (Georgia tax form) and direct deposit record. To change this information, go to the FORMS link. Open the correct form and print it. Send the completed form to the payroll department.

MAIN MENU	MAIN MENU > W4 Tax and Direct Dep															
Attendance	<table border="1"> <thead> <tr> <th></th> <th>FILING STATUS</th> <th>EXEMPTIONS</th> <th>ADDITIONAL</th> </tr> </thead> <tbody> <tr> <td>FEDERAL</td> <td>Married</td> <td>3</td> <td>0.00</td> </tr> <tr> <td>STATE (Georgia)</td> <td>Single</td> <td>0</td> <td>0.00</td> </tr> </tbody> </table>			FILING STATUS	EXEMPTIONS	ADDITIONAL	FEDERAL	Married	3	0.00	STATE (Georgia)	Single	0	0.00		
	FILING STATUS	EXEMPTIONS	ADDITIONAL													
FEDERAL	Married	3	0.00													
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Previous Check Detail																
Check Simulation																
Deductions and Benefits																
Certifications																
W4 Tax and Direct Dep																
W2 Forms			Email													
Name and Address																
FORMS	INFORMATION Taxes can be changed by completing a new W4 and/or G4 (see Forms). Direct Deposit must be changed by completing a new Direct Deposit form (see Forms) and attaching a check from your bank. Send forms to Carol Brown at the Central Office.															
PREFERENCES																

Name and Address

Your name, email, home address and phone number is shown here. To change, go to the FORMS link and download the Employee Change Form. Please submit the completed form to the payroll department.

MAIN MENU	MAIN MENU > Name and Address																													
Attendance	<table border="1"> <thead> <tr> <th colspan="5">DETAILS</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td colspan="2"></td> <td>Hired Date:</td> <td>09/12/88 </td> </tr> <tr> <td>Address:</td> <td colspan="2"></td> <td>Rehired Date:</td> <td></td> </tr> <tr> <td>County:</td> <td colspan="4">Lowndes</td> </tr> <tr> <td>Country:</td> <td colspan="4">UNITED STATES OF AMERICA</td> </tr> </tbody> </table>					DETAILS					Name:			Hired Date:	09/12/88 	Address:			Rehired Date:		County:	Lowndes				Country:	UNITED STATES OF AMERICA			
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PHONE TYPE	NUMBER	EXT	EMAIL	DEFAULT																										
Home 1																														
Cell phone																														
PREFERENCES	Email																													
LOGOUT																														

* You can also find your hire date on this screen.

W-2 Forms

In a later update, W-2 forms will be available to view.

Logout

Be sure to LOGOUT when you are finished.