

# EMPLOYEE ACCESS

Follow these 5 simple steps to have access to your employee information, including: pay information, year to date totals, personal information, banking information, deductions, leave balances, and W-2.

Address or Phone Number changes contact Kathy Peel, Human Resources @ extension 6100

Withholding or Banking changes contact Alicia Boswell, Payroll @ extension 6203

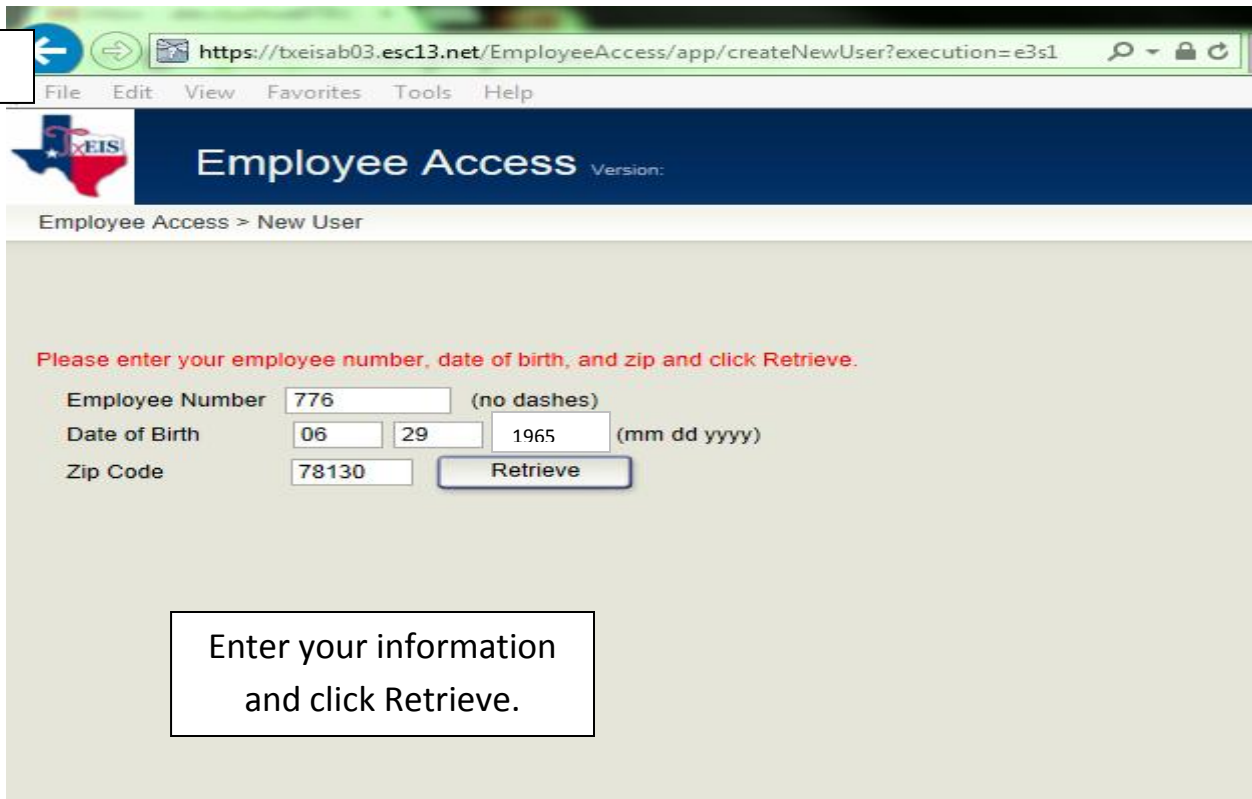
1



2



3



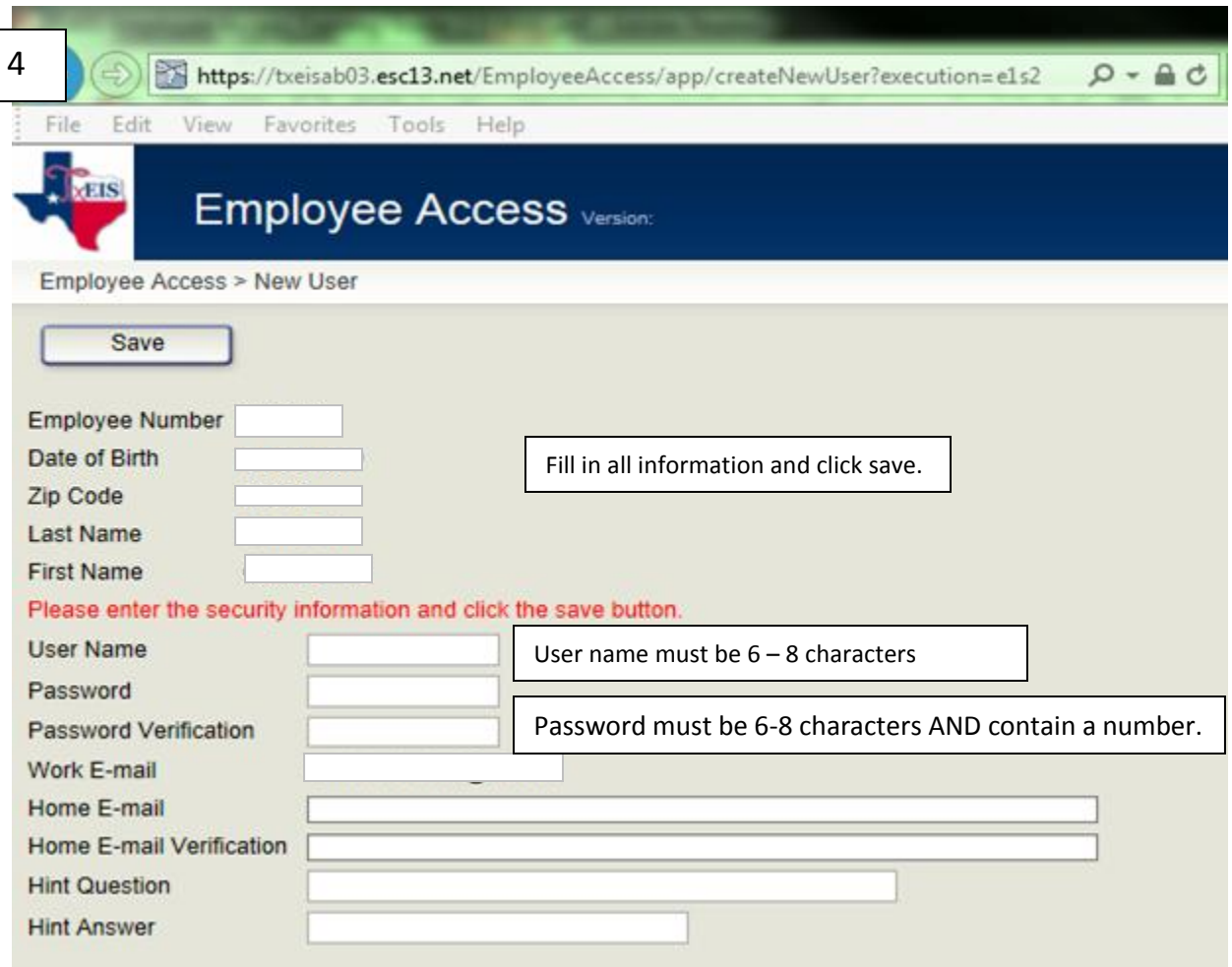
Employee Access > New User

Please enter your employee number, date of birth, and zip and click Retrieve.

Employee Number  (no dashes)  
Date of Birth    (mm dd yyyy)  
Zip Code

Enter your information and click Retrieve.

4



Employee Access > New User

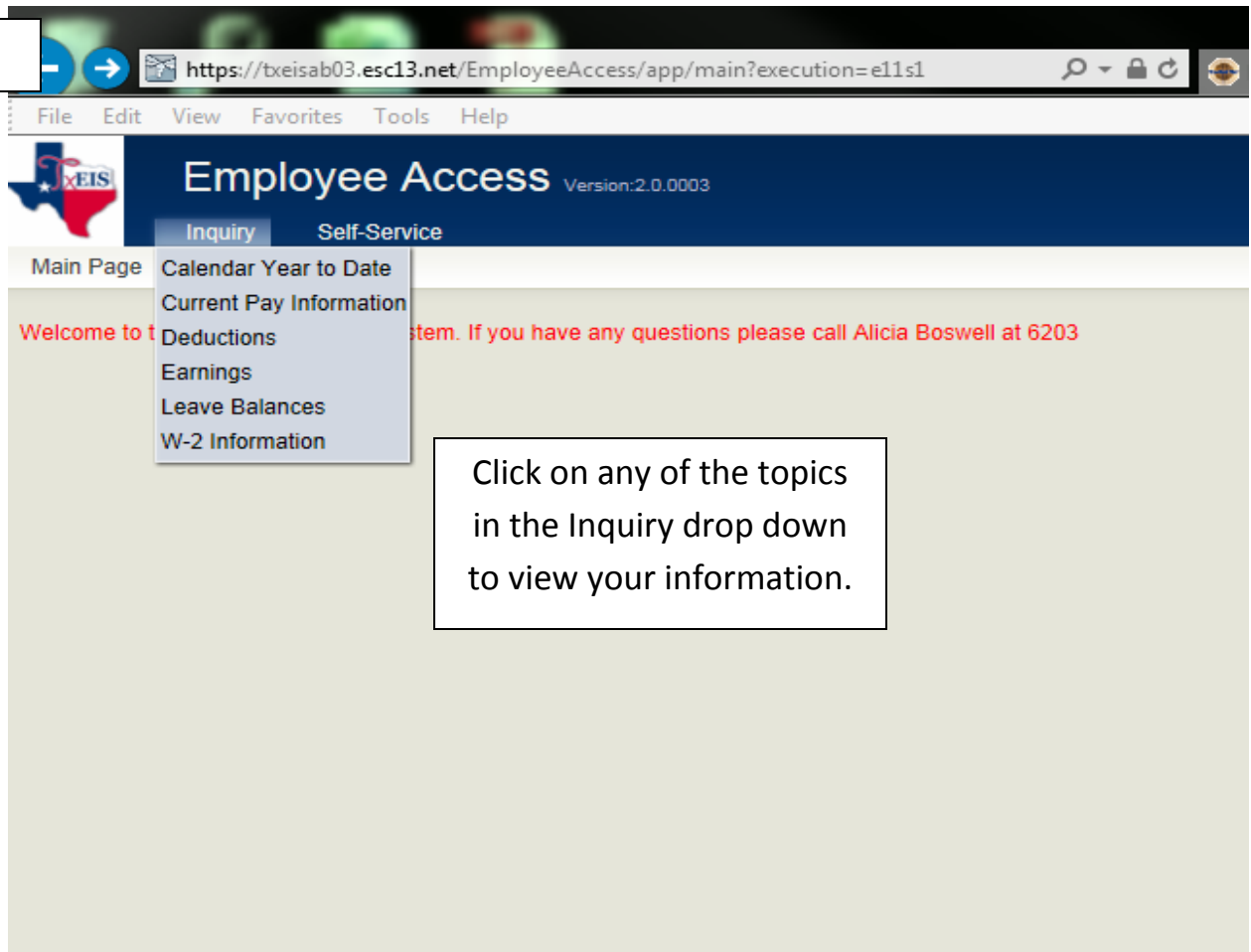
Employee Number   
Date of Birth   
Zip Code   
Last Name   
First Name

Fill in all information and click save.

Please enter the security information and click the save button.

User Name  User name must be 6 – 8 characters  
Password   
Password Verification  Password must be 6-8 characters AND contain a number.  
Work E-mail   
Home E-mail   
Home E-mail Verification   
Hint Question   
Hint Answer

5



You can print any of the information in the Inquiry drop down.

If you forget your password click on the Forgot Password link on the log in page.

If you are still not able to access your account contact Alicia Boswell , Payroll at extension 6203.