

## Employee Portal Instructions

### **To set up a new account:**

- Go to the Hardin Jefferson ISD website <http://www.hjisd.net/>
  - Select the "Departments" link at the top of the page
  - Select "Human Resources"
  - Under the Employee Access tab, click on "Employee Portal"
  - Select the 2nd tab at the top named "Create Account" to set up your account
- (Please note that the mailing address you enter when setting up your account must match what we have in the system for Employee Access to recognize you. If you receive an error that the system does not recognize you, please call Kim at ext. 1116 to verify your mailing address is correct)

### **To View/Print your pay stubs**

- Select "Inquiry" at the top of the Employee Access page
- Select "Earnings"
- Select the pay date from the drop down box that you want to view/print

### **To Print your W-2**

- Select "Inquiry"
- Select "W-2 Information"
- Select the year that you want to print
- Select the print box and a new box will open to print out your W-2 in the standard format

### **Forget Password or User Name**

- Go to the Employee Portal Website
- Click on the "Forget Password" or "Forget Username" link on the log in screen and it will send you an email with password or user name reset instructions

### **Locked Out**

- Contact Kim Miller at ext. 1116 to have your account deleted
- Once account is deleted you can click the "Create Account" tab at the top and will walk you through the steps to set your account back up

### **You can also make the following changes in Employee Access:**

- Click the "Self Service" tab then Demographic Information or Payroll Information to make changes
- Change of address
- Direct deposit changes
- Change your W-4 Tax Withholding status
- View Current & Annual Payroll Information
- View Current Insurance Deductions
- Check leave balances