

The finance department would like to announce a new benefit it is providing for our employees. Through the Pitt County Schools website, employees can access the new **“Employee Portal,”** where they will be able to securely view and print copies of their pay stubs and W-2s. Currently, this feature is only available from computers within Pitt County Schools; however, it will soon be accessible to employees from home or anywhere the internet is available.

To access the Employee Portal, go to the Pitt County Schools website www.pitt.k12.nc.us. Go to “Staff” and click on “Employee Portal.” Then click on “Register with Employee Portal.” Complete the requested information.

- The name you enter must match the name on your paycheck.
- Enter your social security number (with no dashes)
- The username may be anything that you select
- The email address may be your Pitt County Schools email or any personal email you use. (Note: an email address is not required)
- The password must be between 5 and 20 characters and include at least one special character (such as: !, @, #, \$, %, ^, &, *)
- Select and answer a security question
Then click on the “Register” button.

Once you have registered, you can login. A listing of your checks will be displayed on the screen. Click on “View” or “View in PDF” to see the details related to each check. You will see what looks like your pay stub.

To view your W-2’s, click on the button below the list of checks that reads “View W-2s.” Currently, you can view past W-2s back to 2008. Your W-2 for 2011 will be available no later than January 31, 2012. You will still receive your original W-2 from your school payroll secretary at the end of the month.

We hope the Employee Portal will be a great tool for our employees. It should assist in tax preparation and routine business transactions. Please forward this information along to others at your site who may not have received this email.

For questions related to Employee Portal, you may contact the payroll secretary at your school or site.