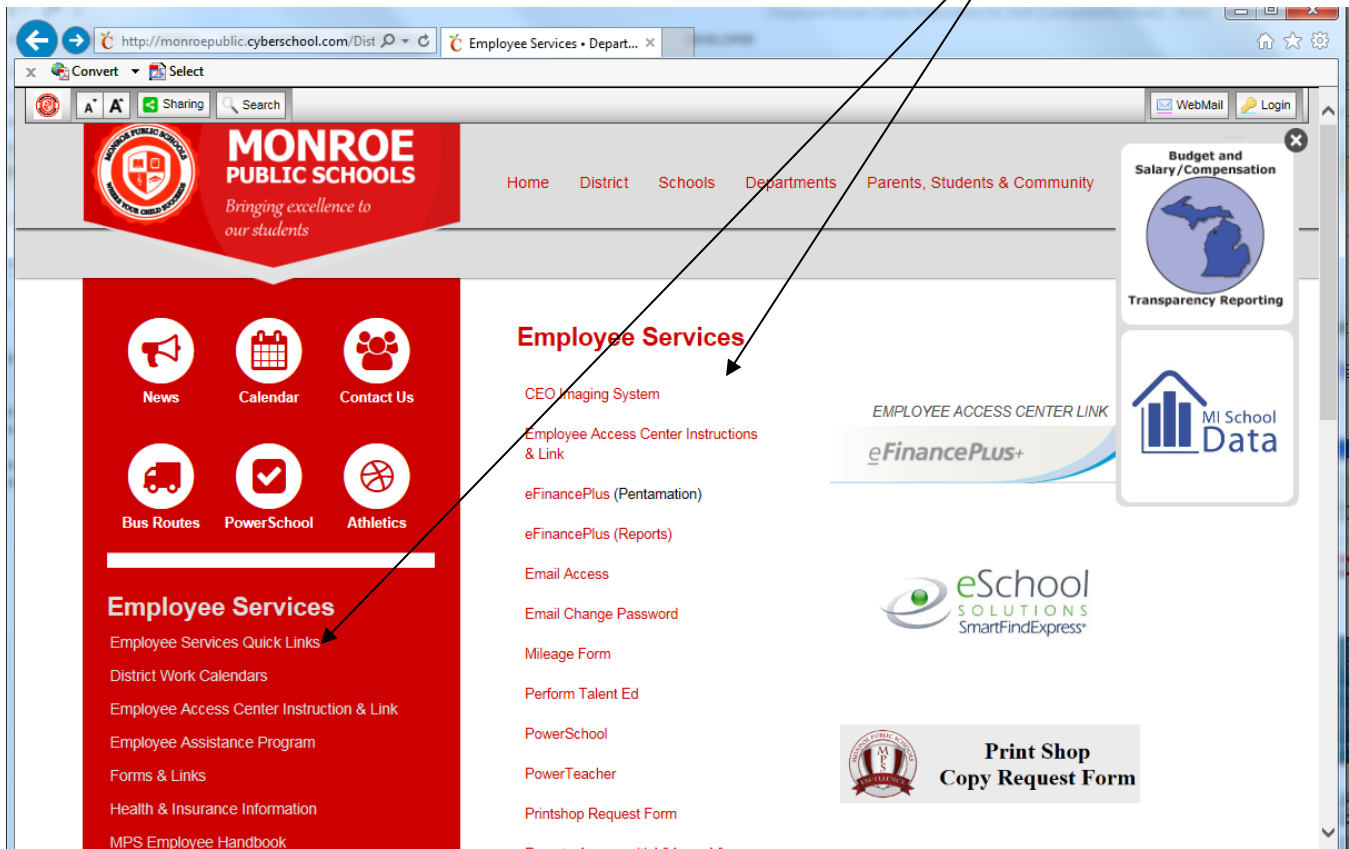


Employee Access Center

You can access Employee Access Center two ways. Open Internet Explorer. Enter the following web address:

<http://monroepublic.cyberschool.com/District/Department/20-Employee-Services/1636-Employee-Access-Center-Instruction.html>

or use one of the links found under Employee Services on our website. The next page provides a green link.



When you open the green link, pick the Monroe public database.

NOTES FOR INITIAL USE:

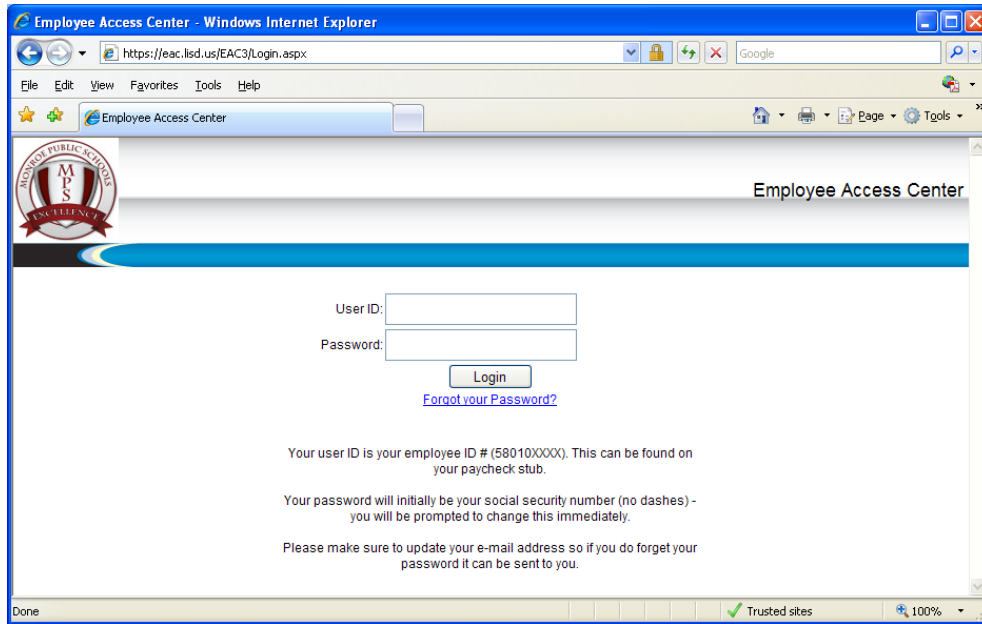
- Your user name will be your employee ID # (you will receive this number in an email from Human Resources once you have been entered in the Payroll system.)
- The first time you sign in your password is the last 4 digits of your Social Security number (for employees hired before 2013 this will be your whole SS number - no dashes).
- Please make sure and update your e-mail contact address (in case you forget your password you can then have it sent to you).

DISCLAIMERS

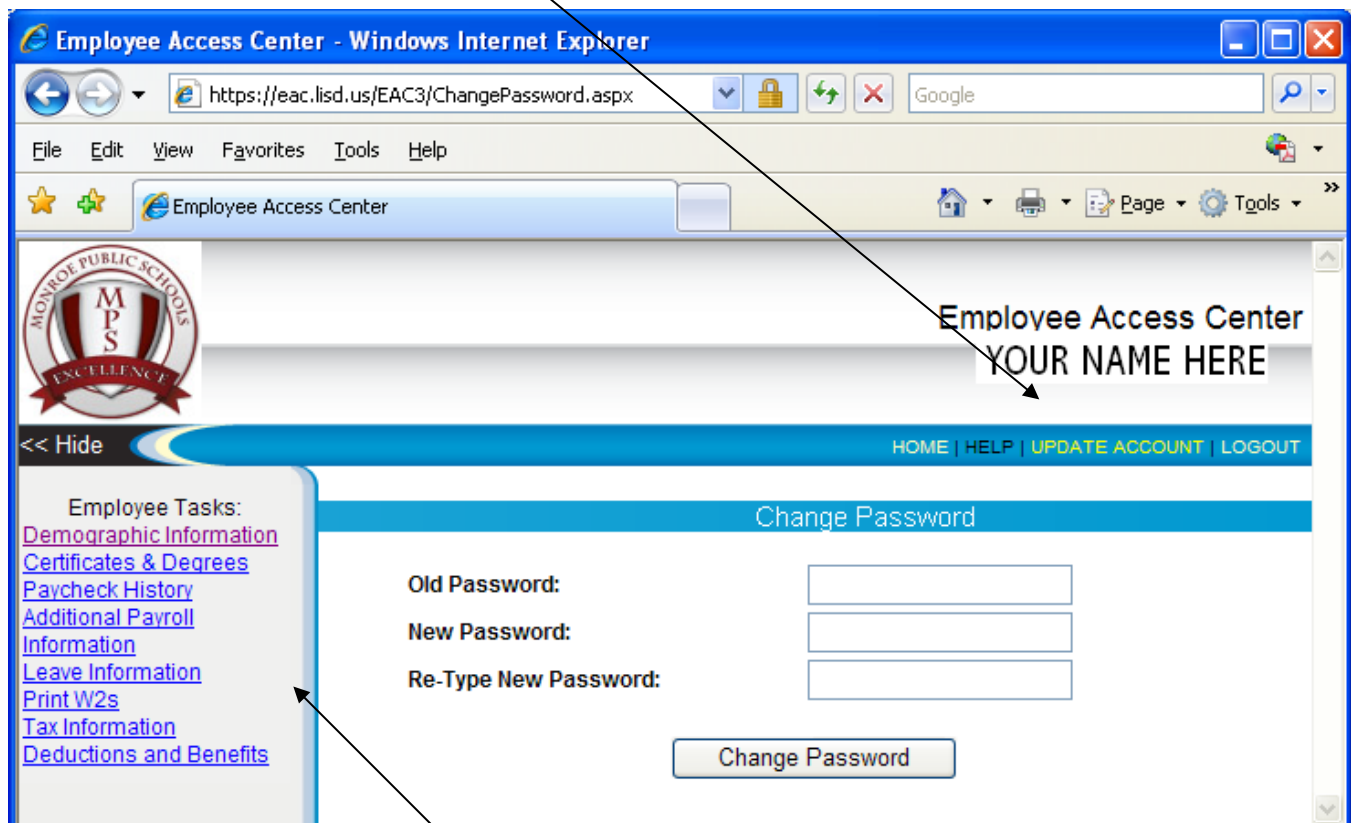
- You will be allowed to make changes to your address and phone number through the Employee Access Center. These changes will go into effect upon approval from the payroll department.
- If you need to change your name or tax information – you must complete the appropriate form and forward that information to payroll.
- If you see discrepancies in your certification or education please contact Jill Synowiec in the Human Resources Office.
- Please note that the district paid benefits do not include costs for health insurance at this time.

Your login User ID is your employee number.

Initially your Password is the last 4 digits of your Social Security number (for employees hired before 2013 this will be your whole SS number - no dashes). Please be sure to change your password the first time you log into the system.



To change your password click on the 'Update Account' option at the top of the screen and follow the instructions from there



Click on the options in the left panel to view your various personnel screens. Be aware that the Information on the Salary & Benefits screen is informational only.

Please contact Danielle Complo (3044) or Jill Synowiec (3022) if you have questions.