You can access the Employee Access Center to view your paychecks.

- <u>Click on this Link</u> OR
- Use one of the links found under Employee Services on our website.



1. Click on the Green Link as shown below:



#### 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 the Human Resources Office.
- Please note that the district paid benefits do not include costs for health insurance at this time.

2. After you click on the green link, choose from the dropdown:

District: Monroe Public Schools

**Profile:** Monroe Public eFinancePlus 22.4 Live (see screenshot below)

User ID is your employee number: 58010XXXX

**Password:** 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.

	Welcome to <b>eFinancePlus</b>
District	
Monroe Pr	ublic Schools 🗸
Profile	
Monroe Pi	ublic eFinancePlus 22.4 Live 🗸
User ID	
58010	
Password	
	Sign In
Forgot your	Password?
Your user ID your payched	is your employee ID # (58010XXXX). This can be found on k stub.
Your passwor number (for Copyright © 2003 Il trademarks are	rd will initially be the last 4 digits of your social security employees hired nrior to 2013 it will be vour full social 52023 PowerSchool Group LLC and/or it affiliate(s). All rights reserved. either owned or licensed by PowerSchool Group LLC and/or its affiliates.

#### 3. NOTES FOR INITIAL USE:

- Your username will be your employee ID # (This number will be in your Frontline Central profile once you have been added to our Payroll system. Please keep in mind that this can take up to 2 weeks after you complete your payroll paperwork. You will look for a number that begins with 58010).
- 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 email contact address (in case you forget your password you can then have it sent to you).
- Contact Danielle Complo or Ashley Hunter (734-265-3040) if you need help with your password.

4. To change your password click on the blue circle in the top right corner with your initials and click on "Preferences."

	ancePlus e Access Center	r 💿 🚺
	Demographic Information	Preferences
Personal Information	Update Information	<b>[</b> → Log Out

5. You will be prompted to fill in security questions, click save, then you will be prompted to change your password.

	User Security	?
Security Questions     Change Password	Security Questions	
00	<b>()</b> Security question answers are case sensitive.	

6. Click on the option in the left panel to review your personal information.



7. Please contact Bobbie Milbocker or Jill Synowiec (734-265-3020 or humanresources@monroe.k12.mi.us) if you have questions regarding items related to certifications or education.

8. Click on Salary & Benefits to view your Paycheck History and other options.

eFinancePlus     Employee Access Center				
Personal Information	Contracts Deductions and Benefits			
Salary and Benefits	Paycheck History Additional Payroll Information			
Leave Information	Tax Forms Tax Information "What If" Paycheck Calculator			

- 9. Please contact Danielle Complo or Ashley Hunter (734-265-3040) if you have questions regarding items under Salary & Benefits.
- 10. Click on Leave Information to view available leave time as of the last pay date.

Employee Access Center <sup>(a)</sup>	
	Leave List
Personal Information	List Calendar
Salary and Benefits	BUSINESS LEAVE - 2 DAY/YR
Leave Information	Earned YTD <b>2.0000</b> Taken YTD <b>2.0000</b> Current Balance <b>0.0000</b> Pending Leave <b>0.0000</b> Pending Balance <b>0.0000</b>
	No Records Found

11. Please contact Melissa Schilling (734-265-3020 or humanresources@monroe.k12.mi.us) if you have questions regarding items under Leave Information.