PAPERLESS PAYROLL STARTING MARCH 8, 2013

Viewing your pay information is easy. Follow the steps below to access your information 24 hours a day, 7 days a week.

1) Go to: https://wayne.k12-portal.in/login.php
2) First time users will need to click "I would like to create an account..." at the bottom of the page.
3) Fill in the following information:
   - ✓ Date of Birth (mm/dd/yyyy)
   - ✓ Last 4 Digits of SSN
   - ✓ Home Zip Code

Please note: If any of the above information is incorrect, please go ahead and register with the information provided. After registration, please contact your payroll representative to make the necessary changes.

4) Enter a password (of your choice) for the portal. Confirm the password by typing it again in the "Verify Password" field.
5) Click register.
6) An email should be sent to the email we have on file.
7) Check your email (it may take several minutes) and click the link "Click to Complete your Registration" to confirm your registration and bring up the portal.
8) Click the link "Click here to Login to the Portal" and enter your username (your email listed in step #6) and your password you created (step #4).
9) Your check stub will be located under the "Documents" tab.
10) All documents located in the Portal are password protected. Your password for documents is the last four digits of your social security number (see #3 above).

Your new Payroll Portal contains the following documents:

- Check stubs / Direct Deposit Remittances
- W-2s
- Federal & State Forms

Contact amy.eaton@wayne.k12.in.us in the Business Office with any questions.

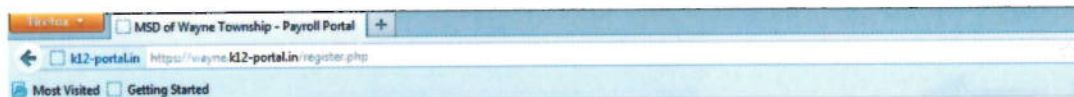# STEP-BY-STEP INSTRUCTIONS FOR THE MSD WAYNE TOWNSHIP PAYROLL PORTAL

STEP #1

MSD of Wayne Township Portal

Please login below, or if you do not have an account, click the "I would like to create an account..." link.

Username | Username | (usually your primary work-releated email-address)
Password | Password

✔ Login

STEP #2

I would like to create an account...

I have forgotten my password...

MSD of Wayne Township Portal

Thank you for your interest in the MSD of Wayne Township Employee Portal.

Please fill out the information below to register your account. Once you have filled in the fields, click "Register".

Date of Birth | (as MM/DD/YYYY format, e.g. 01/09/1980)

STEP #3

Last 4 Digits of SSN

Home Zipcode

STEP #4

Desired Password

Verify Password

STEP #5

✔ Register | ✖ Cancel

STEP #6 ➡

Please Confirm Your Registration Request
MSD of Wayne Township Portal
to:
████

02/12/2013 12:32 PM
Hide Details
From: MSD of Wayne Township Portal <softwaresysinc@gmail.com>

To: ████@wayne.k12.in.us

Please click the link below to finish registering your account. Once you click the link, your account will be confirmed. You will then be directed to the login page for the Portal.
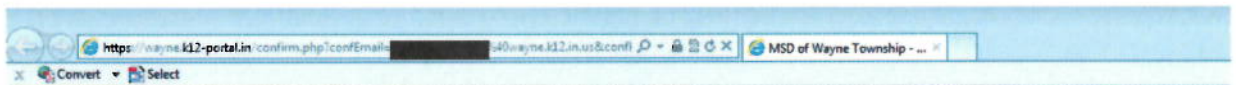
Your **Username** when logging in on the Portal will be: ████@wayne.k12.in.us

STEP #7 ➡ Click to complete your registration.

If you cannot click the link, please copy and paste the following into your browser's address-bar and press enter:
https://wayne.k12-portal.in/confirm.php?confEmail=████
40wayne.k12.in.us&confHash=02d47f3b3a5d14aaaaeca06938e1f033b6679824

MSD of Wayne Township Employee Portal

STEP #8 ➡

Great! You've been confirmed as a user for the portal!

Please click here to go to the login page, and enter the portal.

MSD of Wayne Township Portal

Please login below, or if you do not have an account, click the "I would like to create an account..." link.

STEP #8
(Continued) ➡

Username	Username	(usually your primary work-related email-address)
Password	Password	

✔ Login

I would like to create an account...

I have forgotten my password...

STEP #9 ──────▶

MSD of Wayne Township Portal

Welcome, ███████████

Logout

♠ Home   ♟ Personal Info   ♗ Documents   ⚑ Tax Info   📅 Absence Info   ⬦ External Links   ✉ Contact

Corporate Documents

Direct Deposit Form   Download

Federal W-4 Tax Form   Download

State WH-4 Tax Form   Download

Direct Deposit Advice

W2 Document

Paperless Payroll Portal Troubleshooting Tips

- **An employee says they are unable to register for the portal. What do you do?**
  - Verify the information they are entering into the portal (DOB, SSN, Zip Code) match the information on the memo they received (matches payroll – Employee Data screen)
    - If it does not match, have them enter the "wrong" information in the portal to register, then send their Payroll Representative an email to make the necessary changes to update their information.
    - Make sure the email listed on the letter is a valid email address (this is the email in the payroll system). If no email is listed on the letter, they need to provide Payroll with an email address before they can register for the portal.
  - If they are entering the information correctly as on the memo and still receiving an error, have them email Payroll.
- **When does the information get uploaded into Payroll?**
  - Data will be uploaded the night before the pay date.
  - W-2s will be loaded in January after reconciliation (2012 is already uploaded).
- **Employee has registered on the portal, but has not received an email. What do you do?**
  - If using a personal email, have them wait overnight to see if they receive the email (sometimes takes several hours for free web email services to receive).
  - Have the employee check their spam mail to make sure email is not caught with other "junk" emails.
  - Email Amy Eaton to confirm registration.
- **An employee is getting a message that says "invalid encryption" when they try to open a password protected file. What does that mean?**
  - The version of Adobe Reader is out of date and does not understand the encryption used on the PDF document.
  - Have the employee download the current version of Adobe.
- **An employee is getting an error message "Password Invalid" when clicking on documents under the "Documents" tab.**
  - Be sure the employee is using the last four digits of their Social Security number as the password to open documents.
  - The password to the Portal is different than the password needed for document security.