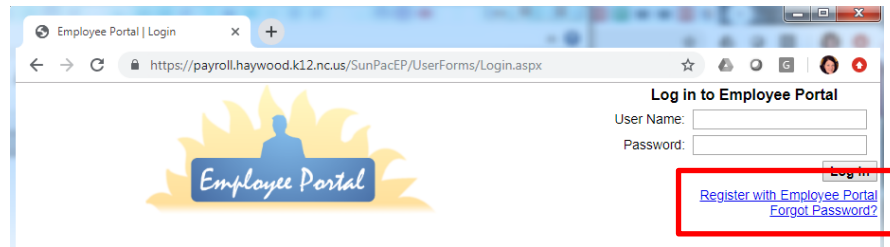


Accessing the Employee Payroll Portal

From the HCS website, click on Resources > Faculty > Employee Portal

Click on Register with Employee Portal in the upper right hand corner.



Enter the following information:

First and Last Name: Enter exactly as it appears on your check/social security card

SSN:

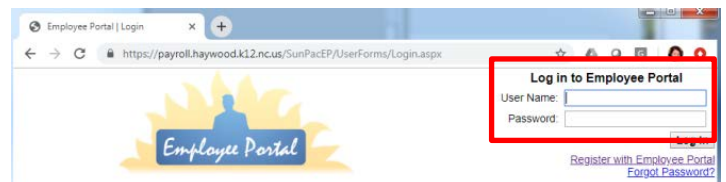
User Name: Create your own user name.

Email: (Optional)

Password: must contain a minimum of **5-20 characters** (You may use letters and/or numbers but **must include at least 1 special character** such as 1@#\$\$%&*?)

Click Register

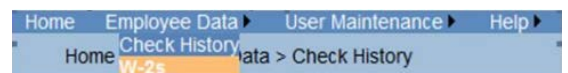
You will get a message that says Complete, click Continue. You will then be directed back to the home page where you can enter your User name and password you just created in the upper right hand corner.



Once logged in, you will see your Check list, organized by date. Click View beside the check date to view your pay stub in the current window, or click View as PDF to open it in a separate window. You may download or print from either option.

W-2s will be available after year end.

To view your W-2s, hover over Employee Data, then click on W-2.



Click Exit to Log out and close your window.

For assistance, please contact anyone in the Finance Department at 456-2400.