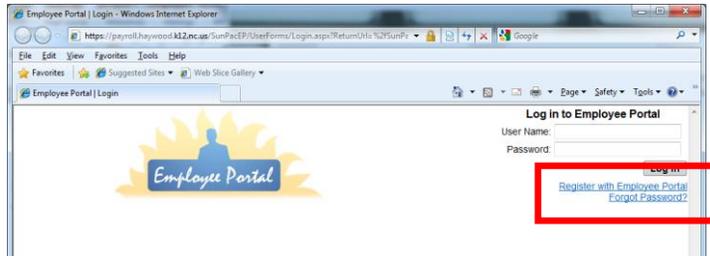


# Accessing the Employee Payroll Portal

From the HCS website, click on Staff Links, then Employee Payroll Portal.

Open Internet Explorer, navigate to <https://payroll.haywood.k12.nc.us/>

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

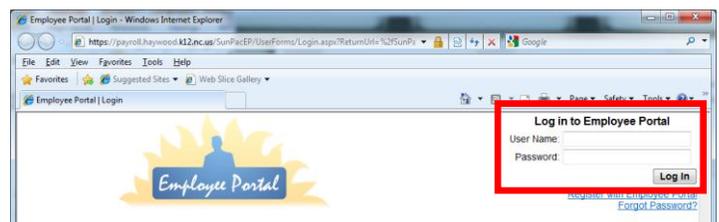


Enter the following information:

- First and Last name: Enter exactly as it appears on your check/social security card
- SSN:
- User Name: Create your own user name.
- E-mail: (Optional)
- Password: must contain a **minimum of 12 characters** (You may use letters and/or numbers, but **must include at least 1 special character** such as !@#%&\*?)
- Security Question: Choose a question from the drop down menu
- Security Answer: enter the answer to your security question

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 Bob, Angie, Amanda, or Tina at 456-2400.