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:

Emplayee Postal	First and Last name: Enter exactly as it appears on your check/social security card SSN:
Home Home alter Mankemance a Remarker Please complete the information below.	User Name: Create your own user name.
First Name:	E-mail: (Optional)
Last Name:	Password: must contain a minimum of 12 characters (You
User Name:	may use letters and/or numbers, but must include at
E-mail: Password:	
Confirm Password:	least 1 special character such as !@#\$%&*?)
Security Question: in what city where you born?	Security Question: Choose a question from the drop down
Register Cancel	. menu
🕒 Internet Protected Mode: On 🖉 🔹 🔩 100%	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.

Employue Postal	Employee Portal (Login - Windows Internet Explorer Def E
Home	🍘 👘 👘 🖓 👘 🖓 👘 🖓 👘 🖉
Home > User Maintenance > Register	Log in to Employee Portal
Please complete the information below.	User Name:
Complete Your account here are constitute readed	Password
Continue	Employee Portal
	Forgot Password?
Version: 2011.04 Sartox, LLC	

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. Home Employee Data Vuser Maintenance Help Home Check History

Click Exit to Log out and close your window.