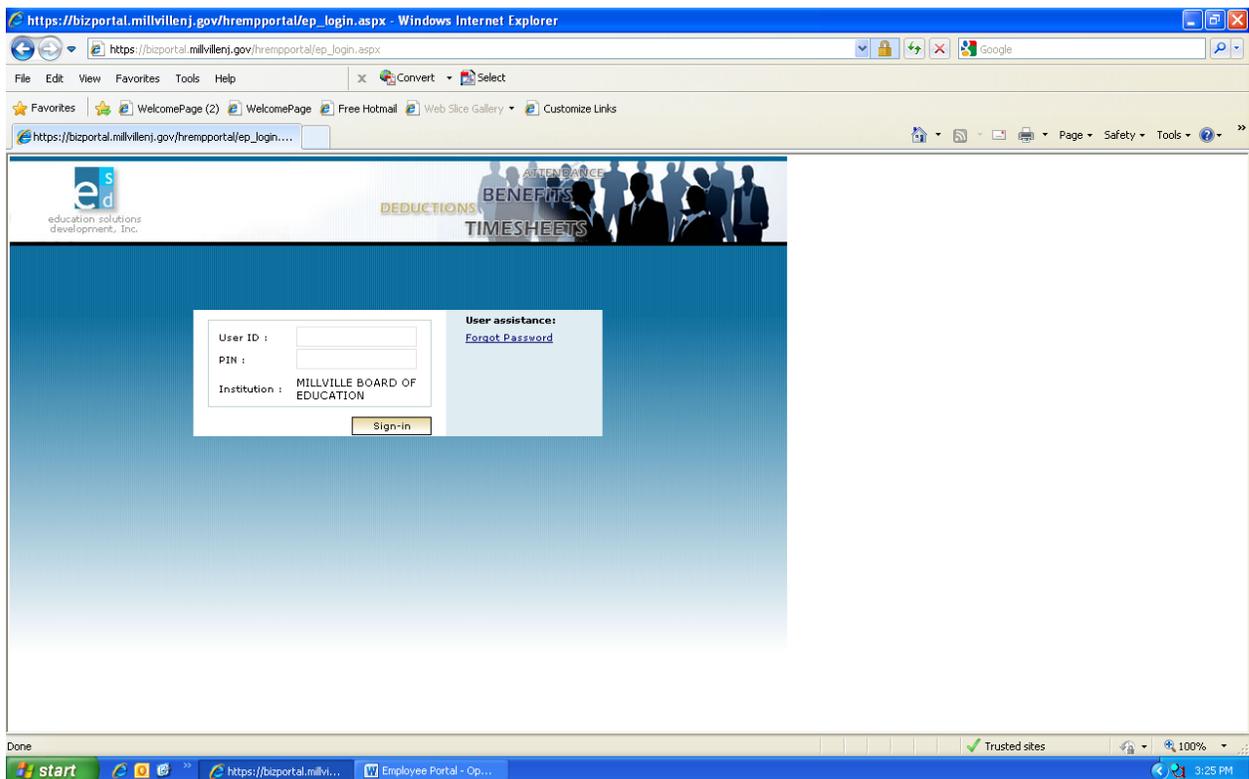




Millville Board of Education  
P. O. Box 5010  
110 North Third Street  
Millville, New Jersey 08332

To use the Employee Portal, you will need to go to the Millville Board of Education website (<http://mps.millvillenj.gov>) → click on the “District” tab → click on the “Payroll Department” tab → click on “Employee Portal”. You will need to know your employee number and the last 4 digits of your social security number. If you do not have access to a computer – your supervisor, the office at your school, or your school librarian may be able to help you.



Your **User ID** is your employee number, which can be found in the “Check Summary” row at bottom of your paycheck stub and on AESOP under the “Address” tab.

Your **PIN** has been set to be the last four digits of your social security number. Your PIN can be changed once you login. If you’ve already had access and have changed your PIN, your PIN will remain the same.

If you have problems logging in, please contact the help desk at 293-2020 option 1.

Once you login to the Employee Portal, you will see the “Attendance” screen (part time staff will see “no records retrieved”). There are links on the left hand side of the screen that you will use to navigate between screens. Information and instructions are offered on each screen, along with an “Email” button that can be used to email concerns and/or questions to the appropriate person. This site is for informational purposes ONLY.

<b>TIME &amp; ATTENDANCE</b>	Year: Jul 01, 2012 - Jun 30, 2013																																																																																																																																																																													
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- **Time & Attendance** – the summary of your attendance is the first screen that will appear once you login. Attendance is updated one pay period behind, you will find a notation at the bottom of the page giving you the date it was last updated. Attendance may not be available for any employees using a time clock.
- **Payroll**
  - Paycheck History – this screen offers a summary of your paycheck history by school year. Check stubs and details can be viewed by clicking on the document number; this is the screen that will serve as your direct deposit receipt. You are able to view payments from prior school years by choosing the appropriate year from a drop down box.
  - Withholdings (W4) – this screen shows the income tax withholding information that is on file with the Payroll Department. The Federal and State W-4 forms are available on the districts website (Payroll Department > Payroll Forms).
  - Direct Deposit – this screen shows information regarding your direct deposit account(s) and credit union account(s). In the event you are changing an account that is in use by the Payroll Department, please submit the change/cancellation to the Payroll Department immediately (forms available on the district website).
  - Check Simulation – this screen will display a summary of past payments; choose the most recent check to utilize this tool. You are able to make changes to your salary, tax withholding, and other deductions to see how your net check would be

impacted. You enter your changes and click “calculate”, your original and adjusted pays will be displayed for comparison. Any changes made on this system will not impact your future payments. Any requested changes must be made through the Payroll Department.

- W-2 Forms – this screen gives you the ability to print W2 forms from 2010 and 2011. Once 2012 W-2 forms have been processed, they will be available online as well as being mailed.
- **Jobs & Benefits**
  - Current Positions – this screen defines your job title, annual salary, payments made to date, length of contract, and your contract and payment start/end dates.
  - Benefits & Deductions – this screen lists all current benefits (district paid) and deductions (employee paid). You can view the health benefits that you are enrolled in and the cost to you and the district by pay period. Any changes should be submitted to the Payroll Department.
- **Profile** – this screen shows your name, address, and contact numbers on file with the Personnel Department. Any changes should be submitted to the Personnel Department.
- **Qualifications** – these screens show your certifications and education.