

## Employee Resource Center

### FEATURES:

The **Employee Resource Center** has exciting new features available to all employees:

- View your pay stubs from July 2015 forward. (All pay stubs and W2's prior to July 2015 will still be viewed on the old Employee Portal)
- Elect to have your W-2 delivered electronically. Save paper and have early access to your W-2!
- Update your phone number, address and emergency contact information
- Change your federal or state W-4 filing status
- Update your direct deposit accounts. Just complete the box and attach a copy of your voided check
- Run your estimated payroll after a change has been made to your deductions or filing status
- See all of your leave balances and history
- View your longevity date and years of service
- Request time off (coming soon)
- Access forms and view announcements (coming soon)

### ACCESS / LOG IN

Please follow the link below to access the new **Employee Resource Center**. You can also find a link on the RSSS website under 'Staff Links.'

Website:

[https://www.k12ecloud.com/APP\\_PROD/WebClient/SignIn.aspx?tenant=ncrowan](https://www.k12ecloud.com/APP_PROD/WebClient/SignIn.aspx?tenant=ncrowan)

### Log in credentials are:

Your User ID = *first name* and *last name* separated only by a period (john.smith)

Your Initial Password = *Lastname* (first letter capitalized), – (dash), last 4 of SSN (no spaces)

Examples

Johnson-1234

Wilson-3456

Old Password = (same as "Initial Password" above)

New Password = \_\_\_\_\_