

Pendleton School District – Employee Access Center (EAC) User Guide

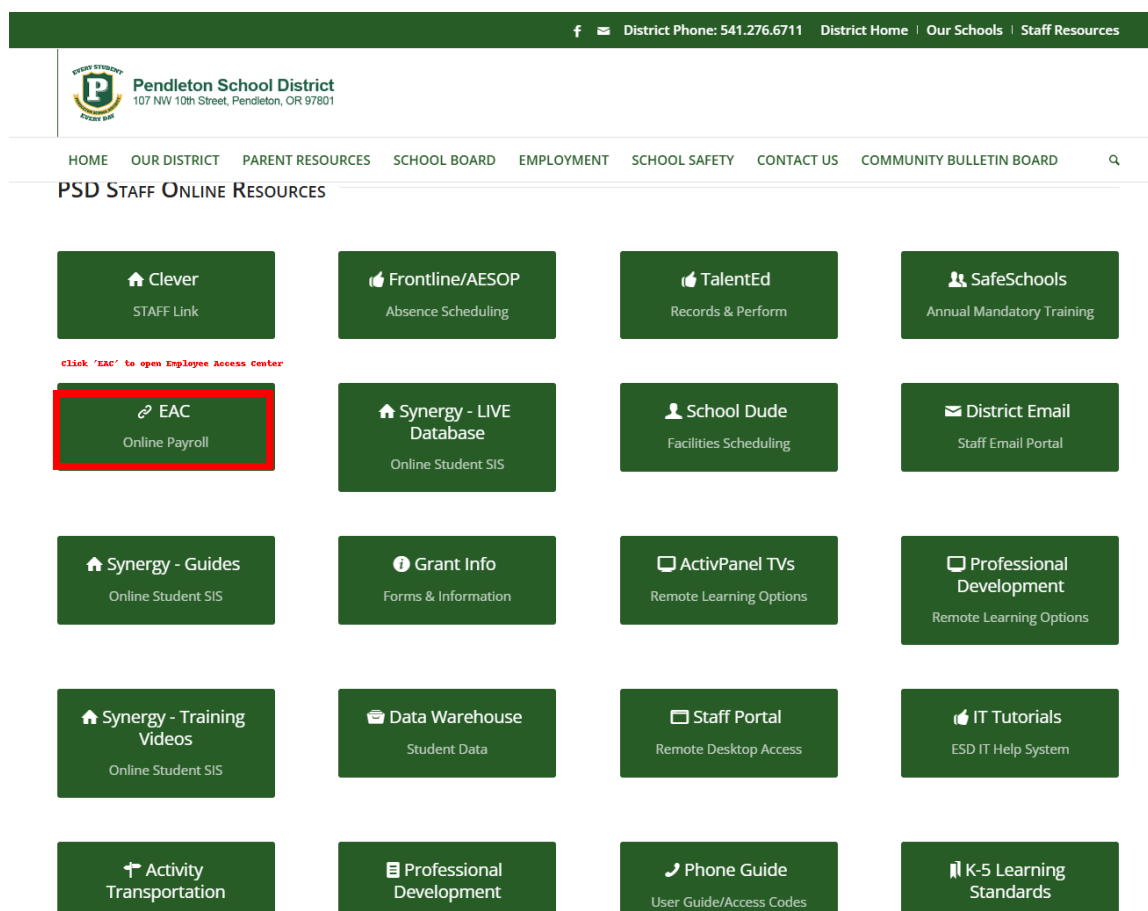
This guide will help PSD employees access and navigate the Employee Access Center (EAC) to view payroll checks, tax forms & information, update personal information, and perform 'What If' paycheck calculations.

1. Accessing the Employee Access Center (EAC)

1. Go to the Pendleton School District Staff Resources page:

<https://pendleton.k12.or.us/staff-resources/>

2. Click the EAC tile labeled 'Online Payroll' to open the EAC login page.

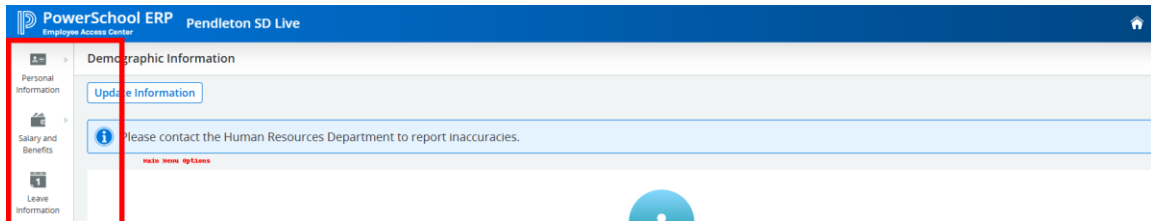


▲ Screenshot of Staff Resources page with the EAC button highlighted.

Note: Staff will be automatically logged in through Single Sign-On (SSO); no username or password is required.

2. Navigating the EAC Dashboard

After logging in, you will see the EAC home dashboard. The left-hand menu allows you to access personal, salary, and leave information.



▲ Screenshot of the EAC home dashboard with main menu options highlighted.

3. Viewing Payroll Check Stubs

1. Click on 'Salary and Benefits' from the left-hand menu.
2. Select 'Payroll checks' to view your pay stubs.
3. Click on a specific check to view details or download it.

4. Viewing Tax Forms

1. Under 'Salary and Benefits,' select 'Tax Forms.'
2. You can view or print copies of your W-2 forms here.

5. Viewing Tax Information

1. Under 'Salary and Benefits,' select 'Tax Information.'

6. View and Update Personal Information

1. Click 'Personal Information' in the left menu.
2. Click 'Demographic Information'.
3. Click 'Update Information' at the top of the page to make changes.
4. For fields that cannot be edited, contact the Human Resources Department.

7. Performing “What If” Paycheck Calculations

1. Navigate to 'Salary and Benefits.'
2. Select '“What If” Paycheck Calculator'.
3. Enter hypothetical deduction or pay changes to see estimated effects on your paycheck.

8. Support

If you have issues accessing EAC or need help with your account:

- Contact Tim Gilbert, Payroll Clerk, for payroll questions or Brittney Hardiman, HR Assistant, for personal information questions.
- Contact IT Support for login or technical issues.