

**** Carroll County Public Schools Payroll Department is going PAPERLESS! ****

We are very excited to inform you that the CCPS Payroll Department is going paperless! Starting with the pay of September 2, 2011, direct deposit vouchers will no longer be printed - all employees will be able to access their payroll information via the Employee Access Center (EAC).

Frequently Asked Questions

1. Who will be getting paperless vouchers?

Every employee has access to the EAC and can view their electronic payroll information including their paperless voucher. Beginning September 2, 2011, paper direct deposit vouchers will no longer be printed – employees will access their payroll information via the EAC.

2. When will I be able to access the paperless vouchers?

Whether you know it or not – you already have access to this information in the EAC and you can look at your paperless vouchers right now. Please take a look at your information and get comfortable using the EAC. The pay date of September 2, 2011 is when all direct deposit vouchers will be paperless.

3. How do I sign on to the Employee Access Center (EAC)?

You have many choices – both at work and at non-work locations.

At Work:

1) Each pay period you will receive an email message that states, “Your pay information is available on the Employee Access Center (EAC)”. Simply click the link in the email and it will take you to the EAC. Then all you have to do is type in your User ID and Password.

-OR-

2) Click on Internet Explorer on your CCPS computer desktop and type the following web address in your browser:

<https://ccpsportal.ccps.wan/eac>

Then all you have to do is type in your User ID and Password.

-OR-

3) Click on the TS Web Portal Icon on your desktop or in your internet explorer favorites and then click Employee Access Center from application group two. Then all you have to do is type in your User ID and Password.

At Home (or any non-work computer):

Click on Internet Explorer and type the following web address in your browser:

<https://access.carrollk12.org/https/ccpsportal.ccps.wan/eac>

Then all you have to do is type in your User ID and Password just like you were at work.

4. What is my User ID and Password?

Each employee has a unique User ID (often called “AD username”) and Password.

Your User ID is almost always the first initial of your first name, the first initial of your middle name, and then the first 5 letters of your last name. So, for example, Harry S. Truman would have a username of hstruma. If you need assistance with your User ID please contact the person at your school or department who can access the User Management System (typically the cost center administrator).

Your password is something that you create after you log in the first time. If you have never logged on before, your password is going to be your Employee ID Number. After your initial login you will be prompted to change/create your own password.

5. What if I don't have a computer assigned to me at work?

If you currently do not have a computer assigned to you at work...don't worry. Each school will have a designated computer area where employees will be able to view their payroll information. Check with your school's principal's office to verify where that computer is located.

6. What if I have trouble signing in at work or have other questions?

Again, don't worry. The financial secretary at your school is the designated expert there to assist you. If the problem can't be solved with the financial secretary's assistance, it may be necessary to enter a Technology Services Helpdesk Request. The financial secretary can assist you with the TS Helpdesk process as well.

7. Why is CCPS Payroll going paperless?

Paperless vouchers will save the school system approximately \$30,000 each year in paper, printing and postage. In addition, utilization of the EAC will allow for further central office administrative efficiencies in the future.

8. Is this information secure?

YES!! The information is kept behind the Carroll County Public Schools' firewall even though you can view it on the internet with the proper User ID and Password. CCPS uses SSL encryption similar to online banking transactions.