



Employee Portal?!  
What's that?

Hello fellow employees,

We have an employee portal. This is a website we will use to store copies of your payroll check stubs and Tax Forms'. It is safe, secure and accessible to you 24 hours a day, 365 days a year. Pay days are the 15<sup>th</sup> and 30<sup>th</sup> of the month.

You will be able to log on and view your check stubs once you are paid for the first time. You will not be able to log onto the portal until your first paycheck is loaded into the portal.

In order to view, print or save a copy of your payroll stub, you will have to log onto the employee portal site. Follow the simple instructions on the screen.

Direct deposit is mandatory for all employees receiving a pay check. The direct deposit form is available on the district website at: [cwcboe.org](http://cwcboe.org) under staff portal on the right hand side of the website and then use the Quick Links for "Frequently Used Forms". Right above that quick link is the "Doculivery" link for the paycheck portal.

If there are any changes made to your direct deposit (such as closing your account, changed banks, etc.), please notify the payroll department immediately. This can be done on the portal under the InfoForms tab.

### **Features**

- ✚ Employee Portal is entirely web-based. You may access it from any computer with internet access (personal, business, school computer, etc.) after your 1<sup>st</sup> pay check.
- ✚ Unlimited access to your paystub(s) and **W2's**/Tax Forms in the employee portal; and all will remain on file for 7 years. Opt in to receive tax forms immediately.
- ✚ InfoForms tab to quickly change your direct deposit, Federal W-4, NJ W-4, or send a message to the payroll department all online in the portal.

[www.cwcboe.org](http://www.cwcboe.org) Click on Staff Portal, Staff Member Quick Links, Click on Doculivery.