

EMPLOYEE ACCESS – Payroll Information

Account Update



The Employee Access system uses e-mail to communicate usernames and passwords. *Social security numbers and complete bank account numbers are NOT revealed in Employee Access.*

_____ LAST NAME	<i>(Please print)</i>	_____ FIRST NAME	_____ MIDDLE INITIAL
_____ LOCATION		_____ POSITION	

EMPLOYEE ACCESS-PERSONAL E-MAIL ADDRESS

I would like to use a personal e-mail address to communicate with Employee Access.

EMAIL ADDRESS FOR EMPLOYEE ACCESS CORRESPONDENCE

By signing below, I agree that the e-mail account listed above will be used to communicate my username and password changes for online access to my payroll information.

SIGNATURE

DATE

Once your access is activated you should receive an email from: citrix.DoNotReply@shorelineschools.org

NO E-MAIL ACCOUNT? Human Resources can provide a username & password.

I would like to receive a username & password for employee access.

SIGNATURE

DATE

Human Resources will send your username & password to your work site. If you are not assigned to a regular site, we will send the information to your home.

RETURN COMPLETED FORM TO HUMAN RESOURCES

Questions? Please contact Human Resources or Payroll:

hr.benefits@shorelineschools.org (206) 393-4772

payroll@shorelineschools.org (206) 393-4406

FOR OFFICE USE ONLY:

Email Address Added To WESPAC

Access set to Y

WESPAC email sent

Employee Informed

USERNAME: _____

PASSWORD: _____