

## *Directions to access Employee Portal*

1. Go to web address – <https://paperless.rss.k12.nc.us/sunpacep> or from the RSS home page click on quick links and employee portal.  
\*If you get a popup box about the certificate click OK or Continue  
\*Make sure you are typing an “s” after the http
2. Click on the blue link – “Register with Employee Portal”
3. Complete the registration information. .
  - A. Use your first and last name exactly as it appears on your pay stub.
  - B. No middle name or initial is necessary
  - C. Key your entire SSN **without** the dashes
  - D. User Name will be what you use to log on to the system
  - E. Password must be at least 5 characters long and must contain one non-alphanumeric special character (i.e. ! @ # \$ % ^ & \* ).
  - F. Type the e-mail address you would like password information sent to if you forget your password.
  - G. Pick a Security Question and type your answer. This will be used if you need to reset or retrieve your password
  - H. Click Register
4. A screen will appear that your account has successfully been created. Click Continue. This will take you back to the initial log in screen. You can now log in using the user name and password you created during registration. You can also create a shortcut on your desktop by right clicking in the white area and choosing create shortcut.

\*\*Your password can be changed at any time by clicking on user maintenance when you are logged into the Employee Portal.



Home | User Maintenance | Register  
Home

[Log In](#) [Exit](#)

### New User Registration

Please complete the information below.

First Name:   
Last Name:   
SSN:   
User Name:   
Password:   
Confirm Password:   
E-mail:   
Security Question: In what city were you born?   
Security Answer:

The following home screen will appear when you log into the system. You will see pay stubs beginning from September 2009. Any pay stubs prior to this date will still need to be requested from the Payroll Department. You can now view and/or print your pay sub.



[Change Password](#) [Log Out](#) [Exit](#)

Showing checks for employee: JANE BOWENS

Home : [Employee Data](#) : [Check History](#)

Home

- [Employee Data](#) ▾
- [User Maintenance](#) ▾
- [About](#)

### Check List

	Check Date	Check Number	Amount	Direct Deposit	Status
<a href="#">Select</a>	12/5/2009	5671	\$686.41	<input type="checkbox"/>	Posted
<a href="#">Select</a>	12/4/2009	5504	\$455.92	<input type="checkbox"/>	Posted
<a href="#">Select</a>	12/4/2009	5584	\$1,143.05	<input type="checkbox"/>	Posted
<a href="#">Select</a>	11/15/2009	4800	\$1,143.05	<input type="checkbox"/>	Posted

[Back](#)

Click on the “Select” link next to the pay stub you wish to view. The detail will be displayed on the screen. Click on the printer icon to print (MAC users may not see the icon and will click file-print). You can also export the pay stub into a PDF file and save it or print it. **\*\*When printing for the first time you may be asked to install an SQL ActiveX control. Click on install to let this software update to your computer.**

Click here to print check information.

1 of 2
100%
Find | Next
Select a format
Export

DEPOSITED: EXACTLY \*\*\*686 DOLLARS AND 41 CENTS

JANE J BOWENS  
PO BOX 662  
PAYEE ROPER, NC 27970

No: 5671

DATE	CHECK NUMBER
12/5/2009	5671

CHECK AMOUNT
\$686.41

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT

**NON-NEGOTIABLE**

(THIS IS NOT A CHECK \* DO NOT CASH)

NOTICE OF DIRECT DEPOSIT

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JANE J BOWENS	LOCATION
PO BOX 662	328 WASHINGTON COUNTY UNION