

Muhlenberg School District Payroll Department is going PAPERLESS!

We are very excited to inform you that the Muhlenberg School District Payroll Department is going paperless! Starting with the pay of May 15, 2014, 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

Who will be getting paperless vouchers?

All employees who currently receive vouchers will have access to the EAC and can view their electronic payroll information including their paperless voucher. Beginning May 15, 2014, paper direct deposit vouchers will no longer be printed – employees will access their payroll information via the EAC.

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 away. Please take a look at your information and get comfortable using the EAC. The pay date of May 15, 2014 is when all direct deposit vouchers will be paperless.

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 those employees with a district email account and those who have provided a personal email address 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 computer desktop and type the following web address in your browser: www.muhsdk12.org

This will take you to the Muhlenberg District Internet home page. Locate in the menu bar the word “staff”. Drop down to the “Employee Access Center”. A window will populate that asks for your User ID and Password. Your User ID is _____. Enter your social security number as the password the first time you access the Employee Access Center. Please change your password during your first visit.

- 3) Click on the MSD Internet Site Icon on your desktop or in your internet explorer favorites and then click Employee Access Center from the Staff drop down. 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:

www.muhsdk12.org or https://efinancewf.berksiu.org/eac5_mb/Login.aspx

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

What is my User ID and Password?

Each employee has a unique USER ID and password.

Your User ID is your employee number.

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 Social Security Number (no dashes or spaces). After your initial login you will be prompted to change/create your own password.

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 and print their payroll information.

The locations are as follows:

- Muhlenberg High School Office
- Muhlenberg Middle School Office
- C.E. Cole Office
- Muhlenberg Elementary Center Office

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

The following school employees would be more than willing to assist you.

Name	Title	Extension
Daniel R. Houck	Director of Technology	1295
Diane E. Lucchese	Business Manager	1269
Shane M. Mathias	Supervisor of Accounts	1275
Sheryl M. Mealing	Payroll Secretary	1266

Why is the Muhlenberg School District going paperless?

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

Is this information secure?

YES! The information is kept behind the BCIU's firewall even though you can view it on the internet with the proper User ID and Password. The EAC system uses SSL encryption similar to online banking transactions.

How do I change my Password?

After logging into Employee Access Center, click Update Account in the top right-hand corner, and then enter a new password. If you ever forget your password, please use the Forgot Password link on the EAC homepage to have your password emailed to you directly. Please note it may take 5-10 minutes for your password information to be sent to you.

Internet Explorer gives me an "Unsupported Browser error."

In Internet Explorer click **Tools** and then select **Compatibility View Settings**. Type **berksiu.org** in the Add this website box and then click **Add**. Click **Close**. The site should now come up.