

Egg Harbor Township Board of Education

Important Payroll Statement Information for New Employees

Employees are paid on the 15th and 30th of each month. You will not receive a printed payroll statement. You will be able to see or print your pay statement by logging onto the EHT Employee Portal located on the district website, under "Faculty and Staff".

- ✓ **Administrator/Teacher/Aide/Secretary-Employees with an EHT BOE e-mail account:** Your user ID will be your work e-mail. Example: John Doe would be doej@eht.k12.nj.us. When you log in for the first time, type in your work e-mail as your user ID, click on "Forgot Password."

You will have a temporary password emailed to you. While you are in the e-mail, highlight the temporary password and right click and copy the password. At the portal login screen, put the cursor in the password box and right click and paste the password.

- ✓ **Custodian/Drivers/Cafeteria/Security-Employees without a work e-mail address:** You will need to provide a personal e-mail address, upon hire, in order to access the EHT Employee Portal. When you log in for the first time, type in your personal e-mail as your user ID, click on "Forgot Password."

You will have a temporary password emailed to you. While you are in the e-mail, highlight the temporary password and right click and copy the password. At the portal login screen, put the cursor in the password box and right click and paste the password.

Once you are logged in, you should change your password by clicking the downward arrow next to the silhouette, on the upper right side of the screen, and clicking "Change Password." Your password must be a minimum of 7 characters and include a symbol. REMEMBER THIS PASSWORD for future logins.

You can click on the "Paychecks" tab at the top of the page and view and/or print your pay stub(s). The system will store all your payroll activity for the year and you can access this information anytime and anywhere you have web access.

W-2 and 1095-C information is also available on the EHT Employee Portal.

Please call the business office (extension #1024) with any questions. Thank you.