



**TO: EMPLOYEES UTILIZING DIRECT DEPOSIT**

**FROM: AMY HANSON, PAYROLL-REGISTRAR, AND EARLY CHILDHOOD ADMINISTRATIVE ASSISTANT**

**SUBJECT: HARD COPIES OF DIRECT DEPOSIT STUBS**

Thank you for choosing to direct deposit your payroll check. Direct deposit stubs are available on-line for Benzie County Central School employees. You may access your paystub on-line by visiting the Benzie County Central Schools webpage at [www.benzieschool.net/](http://www.benzieschool.net/) and clicking on the "Employee Portal" link on the bottom section of the page. After clicking on this link, you will need to log into the portal by selecting "Benzie County Central Schools" as your School District, and using your User ID and password.

When you sign in for the first time using the password listed on the attached sheet, the system will make you create your own password. Passwords must 1) contain 8 to 20 character, 2) contain a number, 3) contain an upper case letter, and 4) contain a lower case letter. An example of an acceptable password is passWord1357

The system will also require you to choose a password reset question. You may also create an alternate user ID at this time, if you wish to use something other than your name as your user ID.

Once you have completed this you will be at the employee portal home page. Click on View Checks to see a listing of your check stubs. To view a stub, click on the check number. Clicking on the printer icon will open a new screen and allow you to print the stub.

To log-out click on logoff.

If you have any problems signing on, please contact Amy at 231-882-9653 Ext. 2003 or email [hansona@benzieschools.net](mailto:hansona@benzieschools.net)