

New Payroll Portal Website

In July we converted to a new payroll system. If you were enrolled in direct deposit before, it should carry over. If for some reason you get a live check and should have direct deposit, please let me know and I will update the new system.

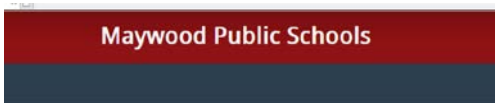
This new system is similar to the Asbury. You are able to access all of your payroll information and Year end forms from the website.

Follow the steps below to set up your new password and access the site.

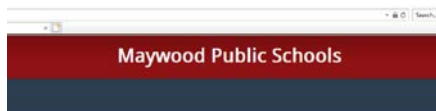
1. Log on to new payroll website

<https://hrportal.maywoodschoools.org/>

2. Select Forgot Password

A screenshot of the login form on the payroll portal website. It includes fields for "Username" and "Password", a green "Login" button, and a blue "Forgot Password" link. A black arrow points from the "Forgot Password" link to the right.

3. Send reset password token

A screenshot of the "Forgot Password" form on the payroll portal website. It includes a "Username" field, a green "Send Reset Password Token" button, and links for "Reset Password" and "Login". A black arrow points from the "Send Reset Password Token" button to the left.

4. Enter your email address and a link will be sent to your email.
5. Follow the link in the email to reset your password. Please note the new password somewhere for you reference.

If you have any trouble, please contact Heather Rennar 201-845-9110 X 1114

Additional Information

The website has other information that you will find useful.

There is a “**Documents**” tab where you will be able to download W-4 form (if you need to make any name or deduction changes), Summer savings form and the Direct deposit form.

Another useful tab is “**Attendance**”. This will be updated monthly by Susan Baliatico. The process for reporting an absence is the same as in previous years. However, you can now see your payroll and attendance in the same website.