



Millville Board of Education
P. O. Box 5010
110 North Third Street
Millville, New Jersey 08332

To use the Employee Portal, you will need to go to the Millville Board of Education website (www.millville.org) → click on the “District” tab → click on the “Payroll Department” tab → click on “Employee Portal”. You will need to know your login credentials. If you do not have access to a computer – your supervisor, the office at your school, or your school librarian may be able to help you.

A screenshot of the Employee Portal login page. The page has a blue background with a white login form in the center. The form contains fields for "User ID", "PIN", and "Institution". The "Institution" field is pre-filled with "MILLVILLE BOARD OF EDUCATION". Below the form is a "Sign-in" button. To the right of the form is a "User assistance:" section with a link for "Forgot Password". The top of the page features a navigation bar with icons and labels for "DEDUCTIONS", "ATTENDANCE", "BENEFITS", and "TIMESHEETS". The logo for "education solutions development, Inc." is visible in the top left corner.

If you have problems logging in, please contact the help desk at 293-2020 option 1.

Once you login to the Employee Portal, you will see the “Attendance” screen (part time staff will see “no records retrieved”). There are links on the left hand side of the screen that you will use to navigate between screens. Information and instructions are offered on each screen, along with an “Email” button that can be used to email concerns and/or questions to the appropriate person. This site is for informational purposes ONLY.

TIME & ATTENDANCE	Year: Jul 01, 2018 - Jun 30, 2019																																																																																																																																																																																																																																								
Attendance	LEGEND	CATEGORY	CARRIED FWD	EARNED	ADJUSTMENT	USED	REQUESTED	T/S IN PROGRESS	AVAILABLE BALANCE																																																																																																																																																																																																																																
PAYROLL		PERSONAL	0.00	2.00	0.00	1.00	0.00	0.00	1.00																																																																																																																																																																																																																																
		SICK/IF	0.00	12.00	0.00	4.00	0.00	0.00	8.00																																																																																																																																																																																																																																
JOBS & BENEFITS	<table border="1"> <thead> <tr> <th colspan="7">July 2018</th> <th colspan="7">August 2018</th> <th colspan="7">September 2018</th> <th colspan="7">October 2018</th> </tr> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>28</td><td>29</td><td>30</td><td>31</td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>29</td><td>30</td><td>31</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td>30</td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>									July 2018							August 2018							September 2018							October 2018							Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31					29	30	31											30																																										
July 2018							August 2018							September 2018							October 2018																																																																																																																																																																																																																				
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																																																																																																																																														
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13																																																																																																																																																																																																														
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20																																																																																																																																																																																																														
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27																																																																																																																																																																																																														
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31																																																																																																																																																																																																																		
29	30	31											30																																																																																																																																																																																																																												
PROFILE	<table border="1"> <thead> <tr> <th colspan="7">November 2018</th> <th colspan="7">December 2018</th> <th colspan="7">January 2019</th> <th colspan="7">February 2019</th> </tr> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>30</td><td>31</td> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>									November 2018							December 2018							January 2019							February 2019							Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																												4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28															30	31																		
November 2018							December 2018							January 2019							February 2019																																																																																																																																																																																																																				
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																																																																																																																																														
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9																																																																																																																																																																																																														
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16																																																																																																																																																																																																														
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23																																																																																																																																																																																																														
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28																																																																																																																																																																																																																			
							30	31																																																																																																																																																																																																																																	
QUALIFICATIONS	<table border="1"> <thead> <tr> <th colspan="7">March 2019</th> <th colspan="7">April 2019</th> <th colspan="7">May 2019</th> <th colspan="7">June 2019</th> </tr> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>31</td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td>30</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>									March 2019							April 2019							May 2019							June 2019							Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																												3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29	31																			30							
March 2019							April 2019							May 2019							June 2019																																																																																																																																																																																																																				
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																																																																																																																																														
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8																																																																																																																																																																																																														
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15																																																																																																																																																																																																														
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22																																																																																																																																																																																																														
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29																																																																																																																																																																																																												
31																			30																																																																																																																																																																																																																						
LOGOUT																																																																																																																																																																																																																																									

- **Time & Attendance** – the summary of your attendance is the first screen that will appear once you login. Attendance is updated one pay period behind, you will find a notation at the bottom of the page giving you the date it was last updated. Attendance may not be available for any employees using a time clock.
- **Payroll**
 - Paycheck History – this screen offers a summary of your paycheck history by school year. Check stubs and details can be viewed by clicking on the document number; this is the screen that will serve as your direct deposit receipt. You are able to view payments from prior school years by choosing the appropriate year from a drop down box.
 - Withholdings (W4) – this screen shows the income tax withholding information that is on file with the Payroll Department. The Federal and State W-4 forms are available on the districts website (Payroll Department > Payroll Forms).
 - Direct Deposit – this screen shows information regarding your direct deposit account(s) and credit union account(s). In the event you are changing an account that is in use by the Payroll Department, please submit the change/cancellation to the Payroll Department immediately (forms available on the district website).
 - Check Simulation – this screen will display a summary of past payments; choose the most recent check to utilize this tool. You are able to make changes to your salary, tax withholding, and other deductions to see how your net check would be impacted. You enter your changes and click “calculate”, your original and adjusted pays will be displayed for comparison. Any changes made on this system will not impact your future payments. Any requested changes must be made through the Payroll Department.
 - W-2 Forms – this screen gives you the ability to view/print W2 forms issued since 2010.
 - 1095-C Forms – Employer Provided Health Insurance Offer and Coverage forms are available to view/print since 2015. These forms are only available to

employees that have met the work requirements to become eligible for Health Insurance during the calendar year.

- **Jobs & Benefits**
 - Current Positions – this screen defines your job title, annual salary, payments made to date, length of contract, and your contract and payment start/end dates. If you have been on a leave of absence or have not been in this position for the entire year, the salary reflected will be the prorated salary.
 - Benefits & Deductions – this screen lists all current benefits (district paid) and deductions (employee paid). You can view the health benefits that you are enrolled in and the cost to you and the district by pay period. Any changes should be submitted to the Payroll Department.
- **Profile** – this screen shows your pension membership number, name, address, and contact numbers on file with the Personnel Department. Any changes to your name address, and/or contact information should be submitted to the Personnel Department.
- **Qualifications** – these screens show your certifications and education.