



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

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The Employee Portal is the Millville Board of Education's personnel and payroll information system. The employee portal is currently designed to give users access to their information in the following categories:

- Time and Attendance – includes available sick/vacation days and absences;
- Payroll - includes paycheck history, withholdings (W-4), direct deposit, annual information returns and a check simulation program;
- Jobs and Benefits - includes current jobs, current District provided benefits and user elected deductions;
- Profile - information including mailing and residential addresses, telephone numbers and e-mail addresses, seniority date, and pension membership information;
- Qualifications - includes certifications held with issuance and expiration dates and education levels attained by school;
- Documents – currently unavailable – visit [www.millville.org](http://www.millville.org) to find forms available for download, such as direct deposit, W-4, Withdrawal of Consent, and address change forms.

The information contained on the Employee Portal is for the use of the individual for whom the user identification number is provided. Users should take every precaution to protect their passwords and to ensure they log out completely before leaving any computer from which they have accessed the Employee Portal. If users have any problems with accessing the Employee Portal they should contact the Help Desk via telephone (856) 293-2020 or e-mail [support@millville.org](mailto:support@millville.org).

By using the Employee Portal, the user agrees to receive all compensation information electronically including paycheck stubs and annual information returns including Forms W-2 and 1095-C. These forms will be available on the Employee Portal for a minimum of 2 years, and can be printed as needed. Should the user wish to receive their annual information returns in paper copy rather than electronically, they must complete the Withdrawal of Consent form available from the payroll office or from the Payroll Department website ([www.millville.org](http://www.millville.org)) and should return it to the payroll office no later than December 31st each year. Should the user terminate their relationship with the District, access to the Employee Portal will continue to be available for reference.

Users should review all information contained on their Employee Portal for accuracy and completeness. If there are any discrepancies, errors or missing information or users have any questions regarding the information contained on the Employee Portal, please contact Human Resources at (856) 327-6055 for personnel related information (attendance, profile, qualifications, and salary) or the payroll department at (856) 327-6136 and (856) 327-6009 for payroll related information (paychecks, taxes, banking, pension and benefits).