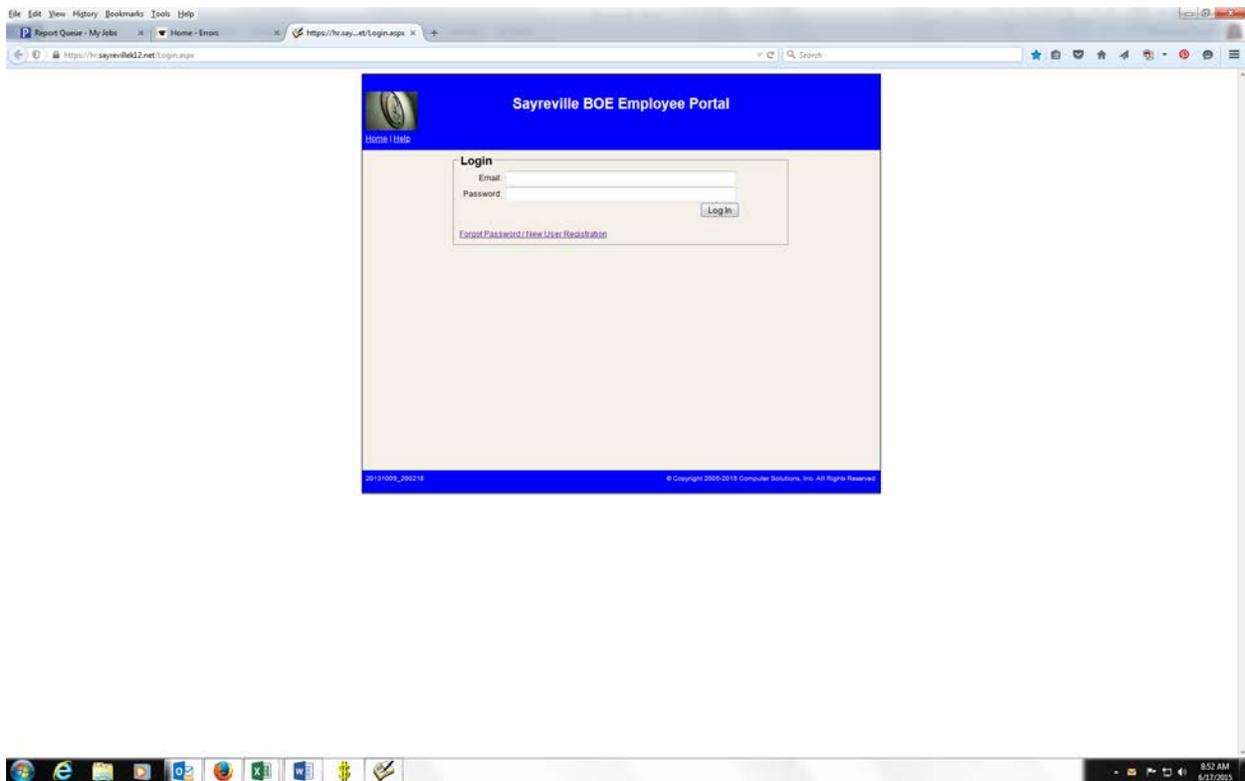
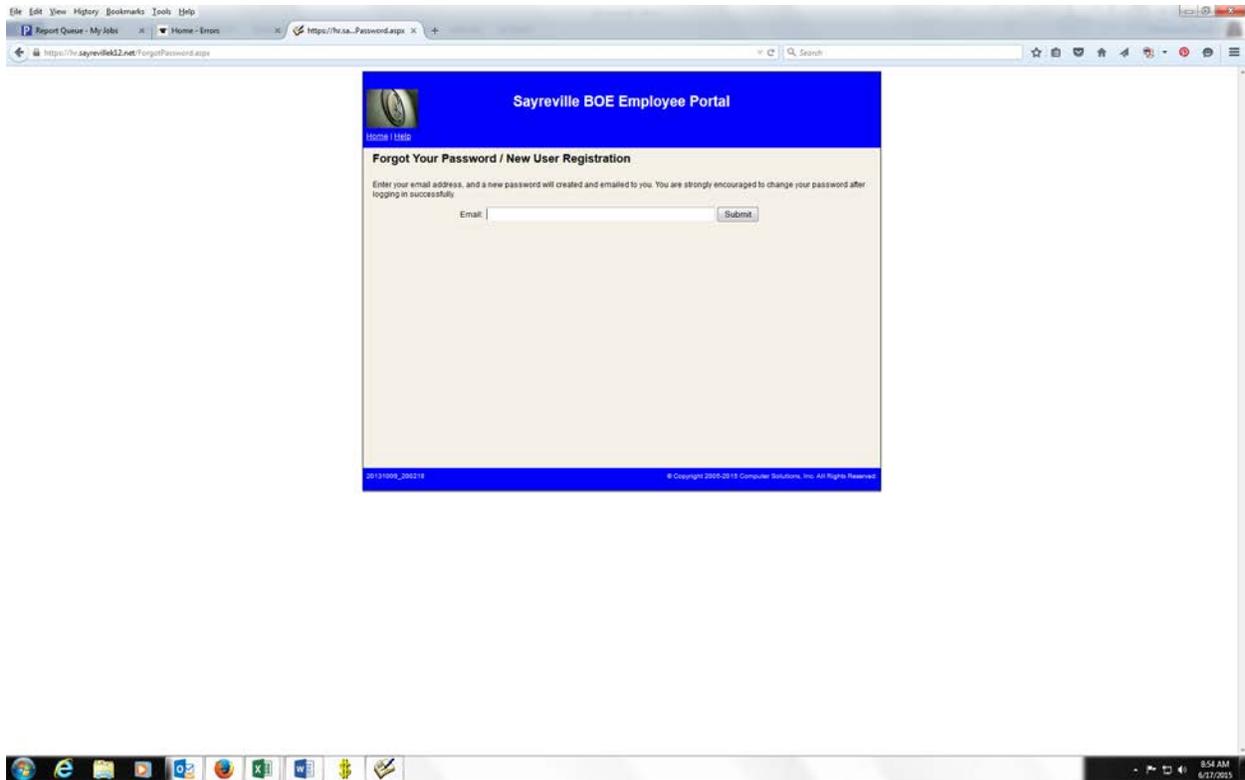


1. Open a web browser and go to <https://hr.sayrevillek12.net>.



2. Click the link that says “Forgot Password/New User Registration”



3. Enter your work email address and click Submit.

(For Substitute employees – enter the email address you provided us)

4. Once you hit submit, you will see the following message under your email address:

“Your password has been reset and emailed to you. Please login and change your password.”

5. Close your browser and log into your email. Write down the temporary password that was sent to you. It is CASE SENSITIVE.
6. Log back into <https://hr.sayrevillek12.net>. Enter your email address and the password that was sent to you.
7. Once you log in, there is a change password link at the top of the page. Click the link and change your password as soon as possible. The password must contain a special character (! \$ *, etc.).

If you should get locked out, email either Kathryn.berish@sayrevillek12.net or Karen.havens@sayrevillek12.net to activate your account.

The main page is the demographic page. You can verify that the information is correct. If anything needs to be changed, please fill out a green Change of Information form and send it to the Superintendent's office.

The next tab is Attendance. You will be able to see at a glance, how many days you've taken and how many remain.

The next screen is the Payroll screen. This looks exactly like your paystub. If you have Direct Deposit, you will no longer receive paystubs, but can print your stub from this screen if you wish. There will be 1 year of paystubs available at a time. Use the drop down button to access previous paystubs

The next tab is the W-2 tab. Once they are posted, you can go right to this screen and print them yourself.

The next screen is Documents. This tab is still under construction. We will notify you when this screen is populated.

The last tab is Help. This is a list of frequently asked questions.

To log out, click the little green arrow on the top right of the screen.