Login

To get to Employee Access Center, go to the Human Resources page (slpschools.org/hr) where you will find an icon labeled “Employee Access Center” near the top of the page.

- User ID: Employee ID Number
- Password: Last 4 digits of your SSN

Navigation

Upon initial login, you will be on the Demographic Information page. To update your direct deposit information, click on the “Deductions and Benefits” button on the lefthand side.

This takes you to your Deductions and Benefits Information page, where you can view your current deductions and benefits.

To update your direct deposit, click on “Add New Direct Deposit” outlined in red below. This opens a new window where you enter in your direct deposit information.

In this window, leave the “Direct Deposit Option” field as is.

The “Employee Paid” section can be left as is if you want all of your check to be put into this account. Otherwise, you can indicate a dollar amount that you want into this account and the rest will be put into your other active account.

Indicate the account type (checking or savings) and then enter the routing and account numbers. Double check to make sure everything is correct and then click on “add” to submit your changes.