

Additional Portal Information /Tips

Login:

At login- after the fourth unsuccessful attempt at entering our password—click “Forgot Password” on the screen. You will receive a message to again enter your login and a message that your password will be emailed to you. If you continue to attempt after the fourth entry. You will be disabled from the Portal. If this occurs, you will need to contact Holly Wilds by email at wilds.holly@pvbears.org or by calling her at Extension 1262. Leave a detailed message with Holly and she will contact you and provide you with a new default password in order to start over with your initial login.

Password:

Your password must be between 8 and 30 characters. We encourage you to use Upper Case and Lower Case letters, number and/or character such are the asterisk (*), etc.

Email Address:

When asked to enter an email address, enter the email address where you want to receive any communication related to the portal. This is important when receiving password or important message from the District regarding any changes you may have made to your personnel information. This address **does not** have to be your PV email address.

Pay History:

You will need to use this to obtain copies for any required for information request for purposes such as child support hearing, garnishments, and loan information.

Changes to Personnel:

You may only make changes to your phone number, contact email address and emergency contact only. When you make a change an email is sent to Payroll, your request will be verified and an email will be sent to you by notifying you of the approved changes.

If changes are needed to your name, address, or federal tax information, you must complete and sign the required additional forms. These forms are located on the “Other Site” tab at the top right hand corner of the screen. When you make a change and when Payroll receives the appropriate form, your request will be verified and approved. An email will be sent to you by notifying you of the approved.

These notifications let you know the Payroll and Personnel Departments now have your changes on file.

Please note: The Employee Portal accepts **changes** only. If any deletions are to be made to the emergency contact, please send an email to the payroll department Trish Altemose (altemose.trish@pvbears.org) or Holly Wilds (wilds.holly@pvbears.org).

Portal Availability to Resignees/Retirees:

The Employee Portal will be available to all employees up to and including the last day of the month of January following the issuance of the employee’s last pay after resigning or retiring from the District. For Example: If an employee receives his or her last pay in August 2020, the employees will have access to the portal through the last of January 2021. Resignees/Retirees, should have printed all the needed pay stubs prior to that date