

Employee Access

Please see the instructions below:

Go to the KPS website/Staff/Links/Employee Access:

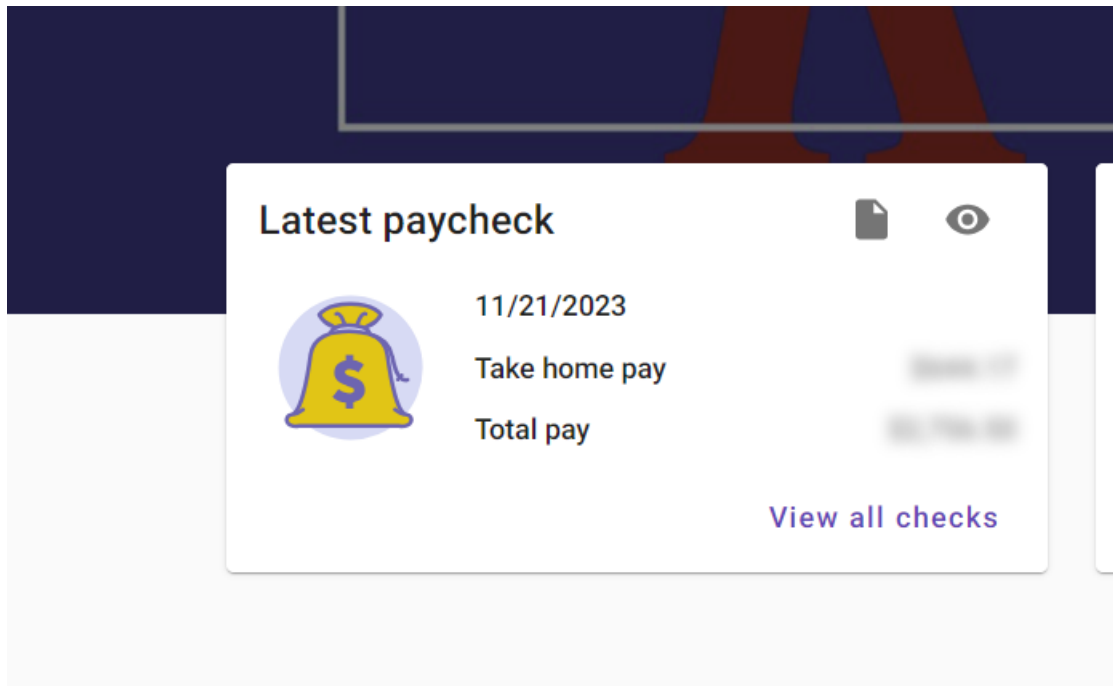
At the OKTA screen put in your whole email address; click on next.

At the Microsoft screen put in your normal password.

The next screen is the verification screen (4 questions).

1. Your whole email address again;
2. the last four digits of your social security number;
3. your birthdate xx/xx/xxxx;
4. your home zip code.

If you get an error at this point, contact HR for your zip code on file - change the last question to the zip code on file and you should be able to get in (only contact HR if you can't get past the verification screen).



Click on the paper icon to see your paycheck.