

## Accessing Pay Stubs and HR Information

Employees can access their pay stubs through the **HR Portal**, which is located on the **Staff** page at [willardschools.net](http://willardschools.net).

The HR Portal allows employees to:


- View and print pay stubs (password protected by the last 4 of employee ssn)
- Review current benefits and deductions
- Check tax withholdings
- Update demographic information

### How to Access the HR Portal:

1. Visit [willardschools.net](http://willardschools.net)
2. Click on the **Staff** link
3. Select the **HR Portal** link to be routed to the login page

### Login Information:

- **Username:** Your school email (e.g., firstnamelastname@willardschools.net)
- **Temporary Password:** Your employee number

 Please note: You will be required to change both your user ID and password upon first login. After **three failed login attempts**, the system will lock you out.