

The business office has been able to generate the employer access center for eFinance. **Please carefully review the instructions below in full detail.**

1. The link to access the employee access center is:  
<https://efp2011eac.efinanceplus.powerschool.com/eFP20.11/EmployeeAccessCenter/Web/MultDBlogin.aspx?entity=CUPENV>.  
**PLEASE SAVE THIS LINK.**
2. Your username is your **district email address**
3. The password to login for the **FIRST time is the last four digits of your social security number.**
4. You will be prompted to change your password and answer three security questions. **This password does not expire.**

**Below is a detailed description of each category of what employees can see and edit.** When edits are made, employees and the business office will receive an email.

1. Demographic information – employees can edit highlighted fields only
2. Payroll checks – **All issued paystubs from eFinance only.** (There is still not a way to view paystubs from CSIU)
3. Salary and benefits – This information is accurate as of the last payroll calculation. **It reflects each employee's TOTAL cost to the district (including medical, PSERS, FICA and Medicare)**
4. Leave information – Because this is currently tracked in Frontline, this information is not accessible and/or accurate.
5. Print W2s – **Employees will see the 2022 W2s that were recently mailed.**
6. Tax information – Employees will see the Federal, State and Local withholding information currently in efinance. This **CANNOT** be changed in the employee access center but may be a feature added in the future.
7. Deductions and benefits – Employees will see **ACTIVE** deductions withheld from their pay. It displays what the employee and employer contributes.
8. "What if" paycheck calculator – Employees can **create** different scenarios depending on their pay and tax withholding

**Members of Human Resources and the business office have authority to help reset passwords if necessary.** There may be additional features available as the business sees fit. Employees will be made aware at said time.

I SINCERELY want to thank everyone for their continued patience and understanding. This conversion was an extremely tedious process and mistakes/errors were to be expected. Your patience and effective communication have allowed for an extremely smooth transition.

Please feel free to contact me if you have any additional questions.