



Simsbury Public Schools

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

HOW TO USE THE ONLINE EMPLOYEE ACCESS CENTER (EAC)

URL: <https://lws.simsburyschools.net/schooleac5/login.aspx>

1. Enter **User ID** - User ID is your Employee Number located on your ID badge or paycheck voucher.
2. Enter **Password** – Initial password is the **last 4 digits of your Social Security Number**.
3. Click on **LOGIN**.

Located on the left side of the screen is a list of information you can view while utilizing the Employee Access Center:

- **Employee Information** – provides general information about your employment.
 - **Payroll Checks** – A list of checks/vouchers will be displayed. Click on any check/voucher number you wish to view or print. Click on the printer icon on the tool bar to print.
 - **Salary and Benefits** – Displays your current salary and benefit information.
 - **Print W2s** – You can print a copy of your W2 for the current year and previous years.
 - **Tax Information** – Shows your current withholding. To change withholding, you must complete the appropriate W4 form and submit it to the Payroll Department.
 - **Deduction and Benefits** – Displays your current payroll deductions.
4. Click on **LOGOUT** to protect your information – located on the right task bar or at the top when you are leaving the Employee Access Program.

To change your password to something other than your SSN after logging in, click on the **Update Account** tab (upper right corner of the screen). Be sure to keep your login information in a safe location for future reference.

Additional direction is located within the login screen of EAC. Should you have any questions on any of the information in the Employee Access Center, please contact the Payroll/Benefits Department.