

# PAYROLL WEB SELF SERVICE

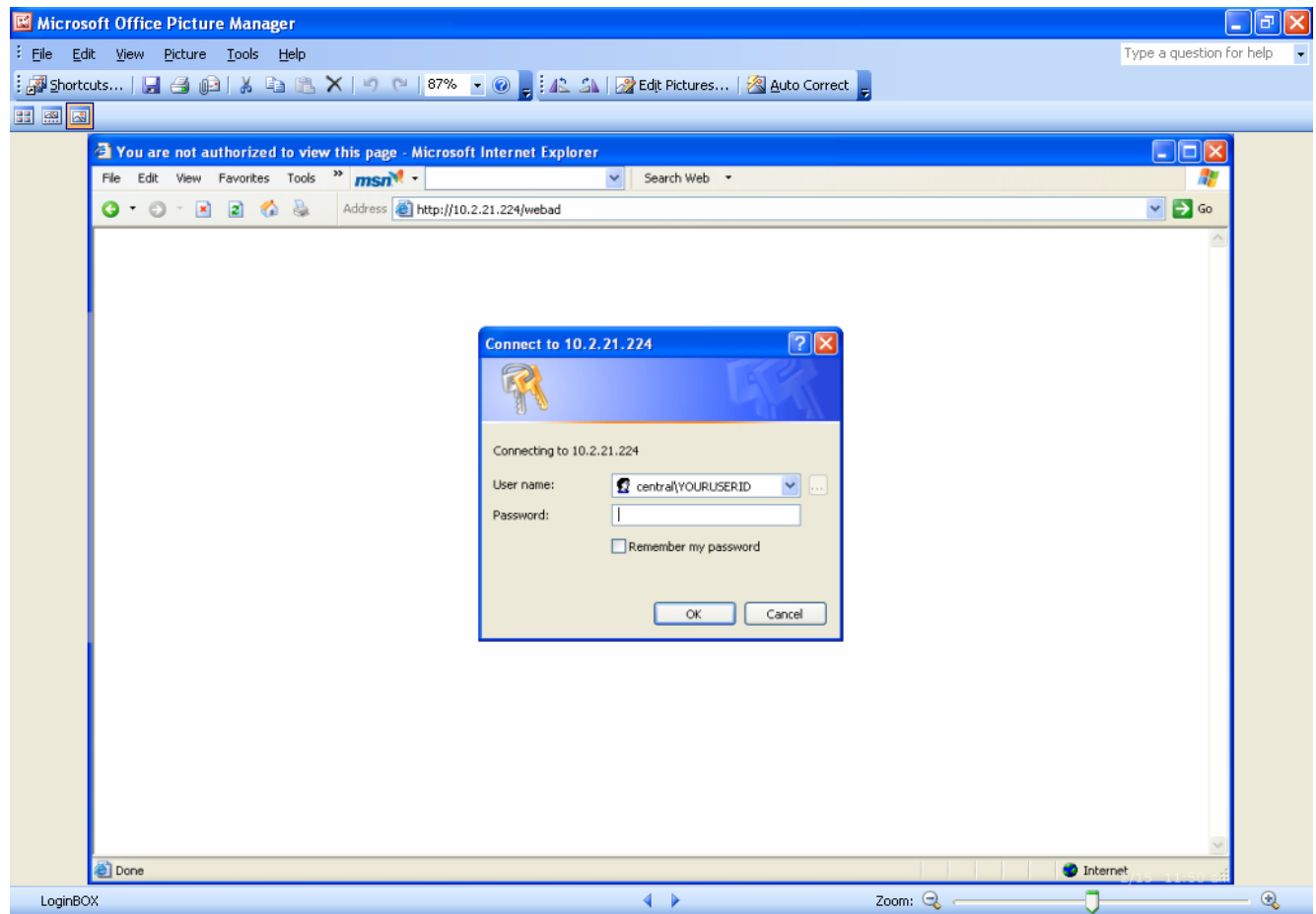
In an effort to continuously improve the services it provides to the employees of the Department of Education, the Division of Financial Operations is changing the sign in process to the Payroll Web Employee Self Service from Global Single Sign On to Central Domain Authentication via Active Directory.

The Payroll Web Employee Self Service Application is available through the DOE Intranet to all DOE employees. Effective March 20, 2006, this application will be using central domain authentication via active directory for user verification. Employees will no longer be required to register with Global Single Sign On. By linking to the Payroll employee self service site, the user will be prompted to enter his/her outlook/network user id and password.

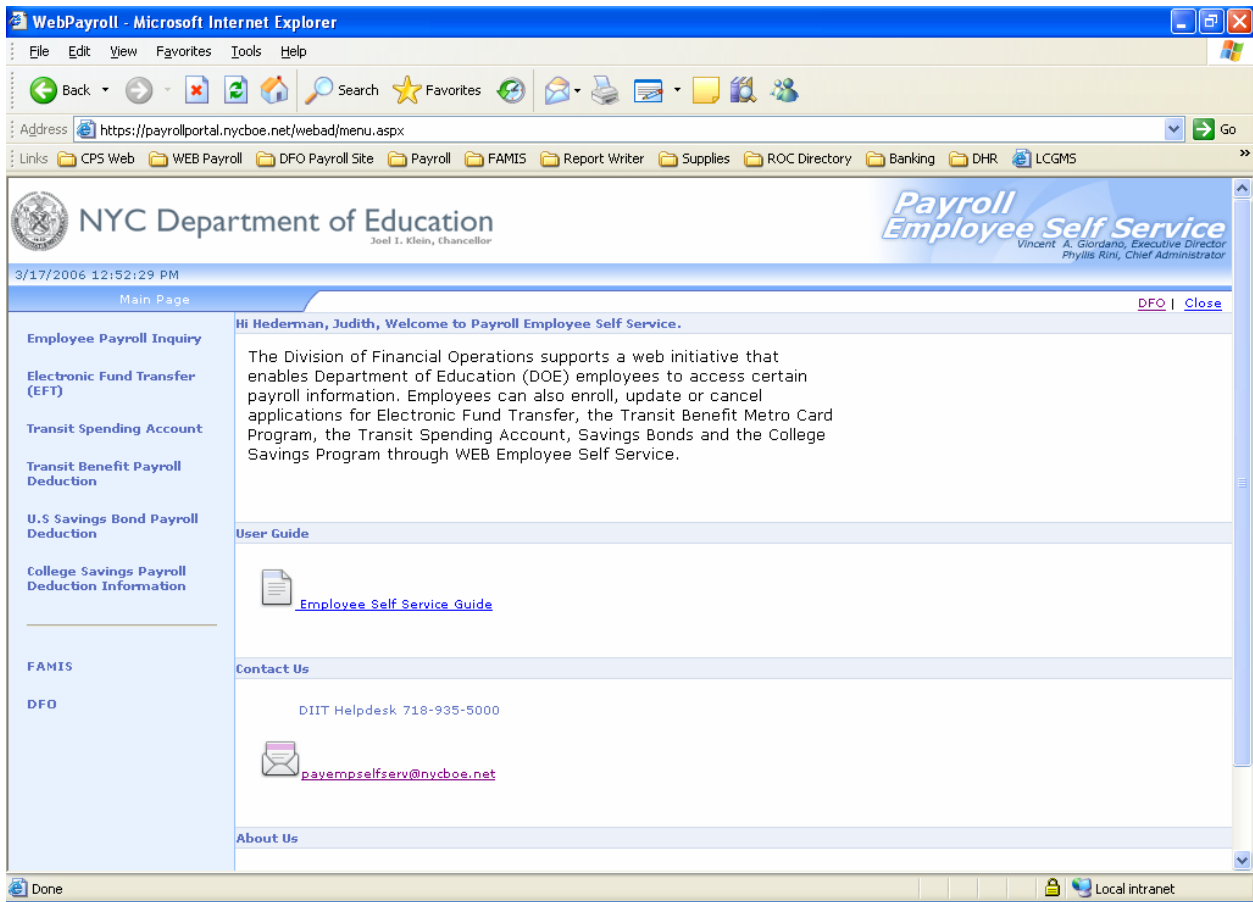
Central Domain authentication via Active Directory verifies that the user's network or DOE outlook user id and password are active and valid in the DOE active central directory. The user must be active in the DOE active central directory to be able to access the application.

To access the payroll employee self service applications go to <https://payrollportal.nycboe.net> . Upon linking to this address, the sign in box will appear.

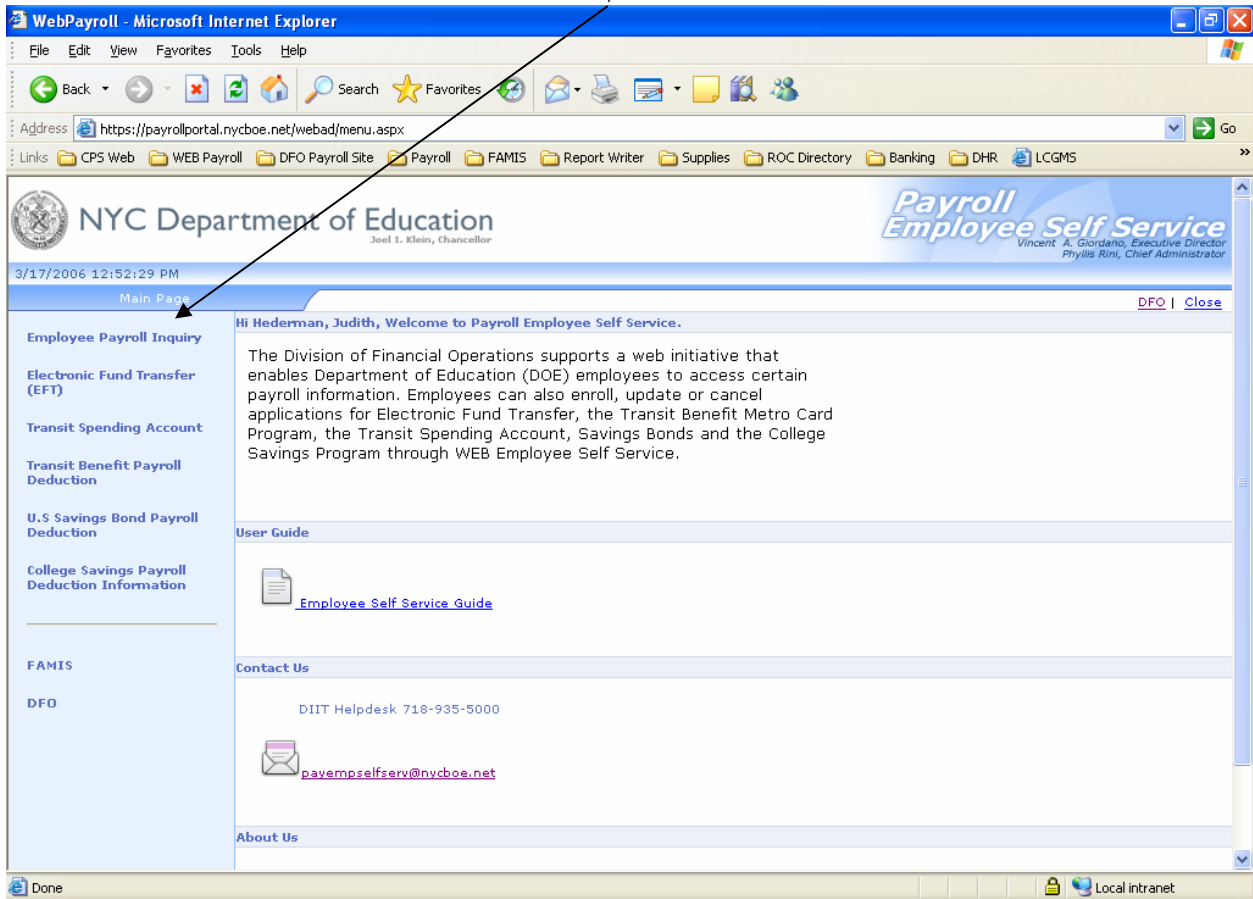
In the 'User Name' field, please enter 'Central\' and your DOE network or outlook user id. Enter your password and click on 'OK'.



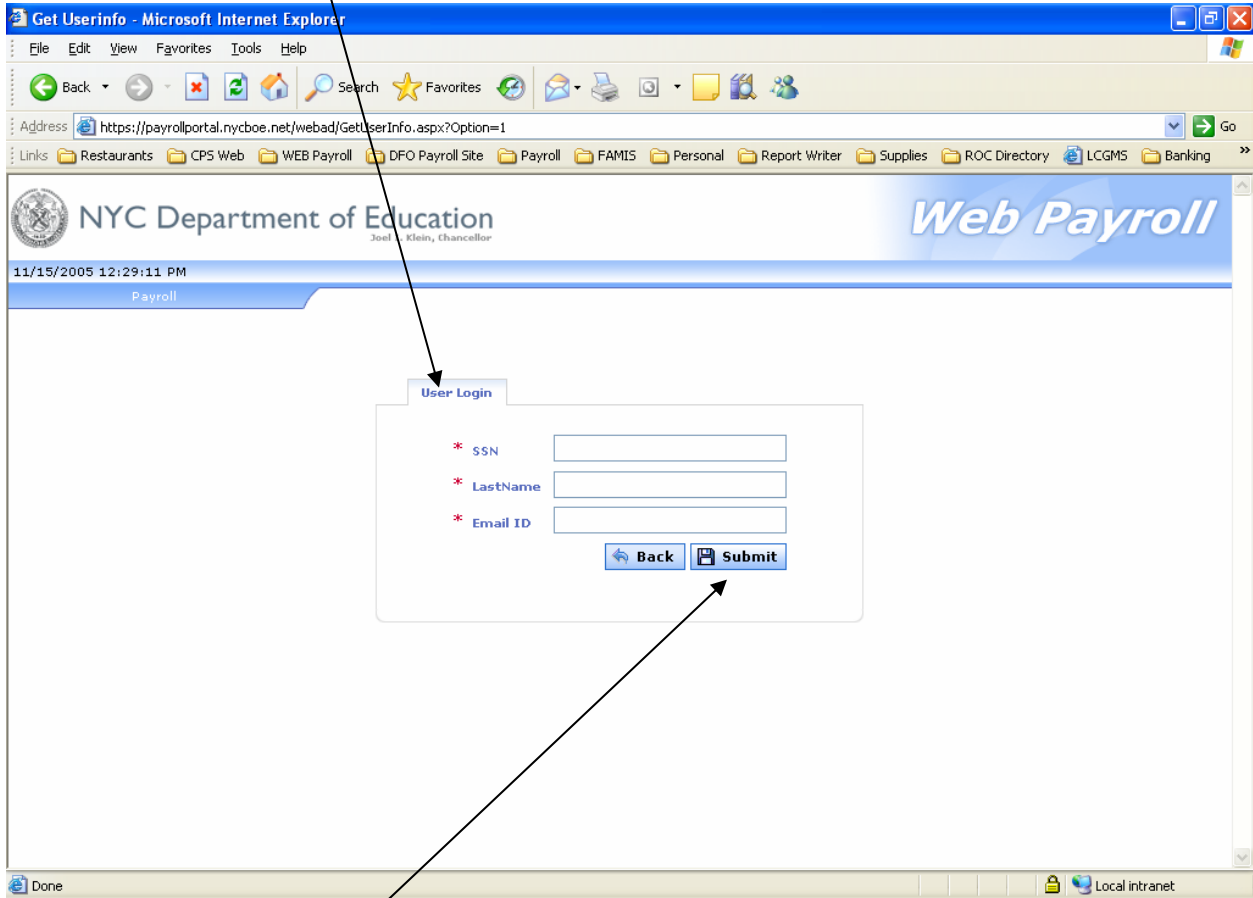
This will bring you to the Employee Self Service main page.



Once the user selects the desired function,

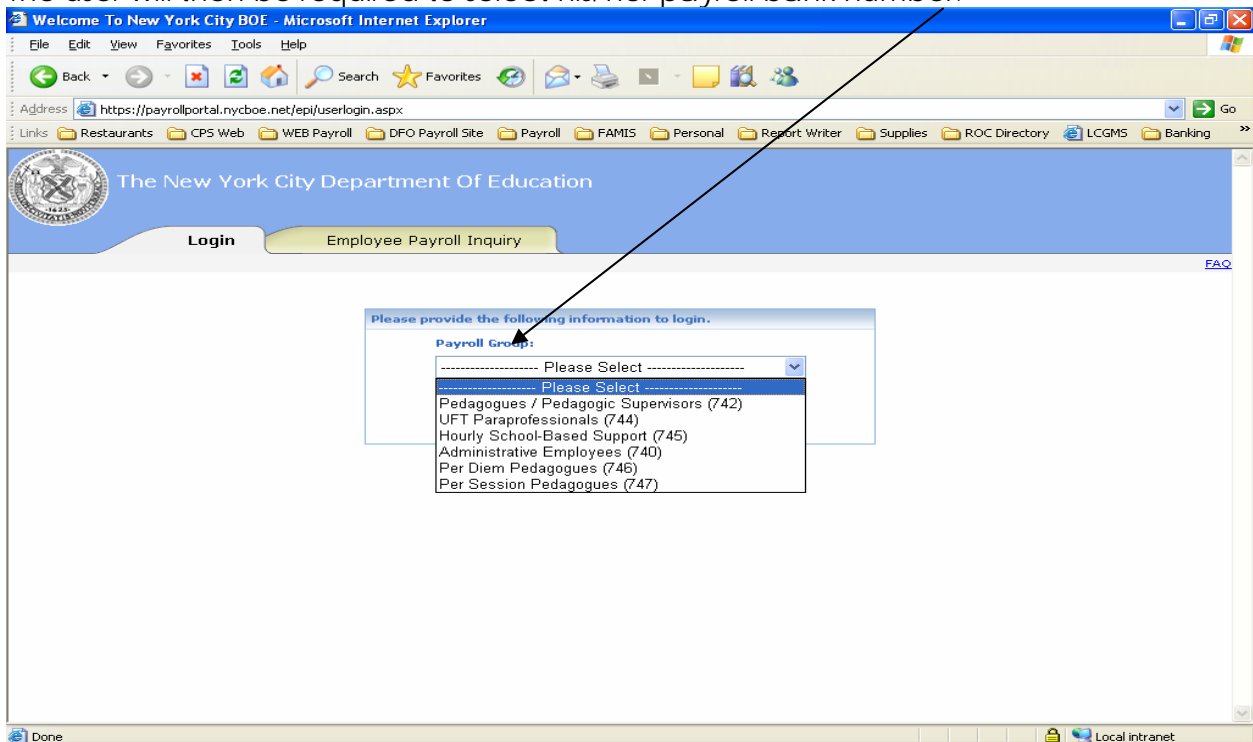


The user will be required to enter his or her social security number, last name and DOE outlook email address.

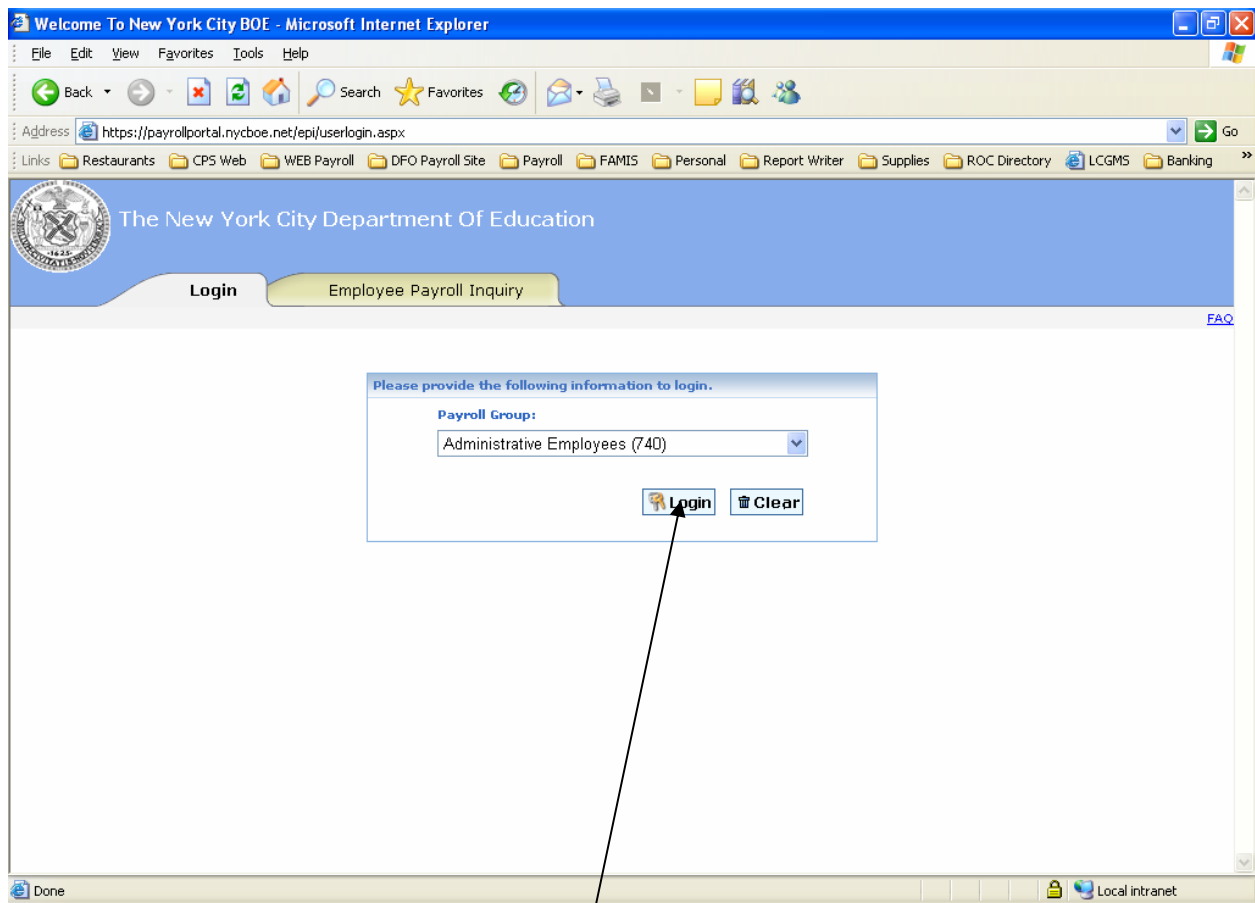


After entering your social security number, last name and DOE outlook or network user id, click on 'Submit'.

The user will then be required to select his/her payroll bank number.



If you are a pedagogue, pedagogic supervisor, UFT paraprofessional or an Hourly School Based Support employee, you will be required to enter you EIS ID or file #. Please remember that this is 7digits. Please remember to enter the pre-leading '0'.



Click on 'Log in' to view your information.

This application may be used to enroll, update or cancel your application for the following payroll benefit programs:

- Electronic Fund transfer (Direct Deposit)
- Savings Bond
- Transit Benefit Metro card
- Transit Spending Account
- College Savings Program.