



## SISFin Employee Payroll Portal

The SISFin Employee Payroll Portal provides you access to your payroll information. In the portal you will be able to view and print your paystubs, view W2 information, review your leave balances and update your contact information.

### Portal User Login

Navigate directly to the payroll portal through this link: <http://sisfin.jcschools.us/sisfin>

You can also access the payroll portal through the JC Schools 'Staff Links – Business Links' webpage: <https://www.jcschools.us/Page/17615>



### SISFin Employee Payroll Portal

SUPPORT: Human Resources - Lisa Maylee 632-3442 Business Office - Jennifer Jordan 659-3021

For first time users, the initial User ID will be your school email address and the initial Password will be your employee ID number. The system will then have you create your own personal login.

Empowering people who serve the public

SISFin Portal Jefferson City School District

Please Login

Enter your UserID and Password

UserID

Password

version 3.12 build 201021

Login

Forgot UserID/Password

If you forget your User ID or Password, use the "Forgot UserID/Password" link. Enter your school email address to have your log in information sent to you. You can change your User ID and/or Password at any time by selecting 'Change UserID, Password' from the Portal Menu. If you are locked out of the portal contact the Business Office to have your access reset, 573-659-3021.

## Portal Menu

Once you have logged in successfully, you will see the “Main Menu” screen:



## View Pay History

If you want to print a pay stub click on the link ‘View Pay History and W-2’s’, then within the list of your payrolls, click on the ‘Print Stub’ button. Paystubs are password protected using the last 4 digits of your SSN. After you enter your 4-digit number it will open a copy of your paystub to view, print or save.

## Demographic Information Updates

If you have demographic information changes, such as a change of address or phone number or name change, you will need to submit the new information through the payroll portal. Click on the link ‘Submit Personal Info Changes’.

Please note: if you experience a name change or address change you must also contact the PSRS/PEERS retirement office directly to update your retirement account information:

- Make your changes online through your Member Login: <https://www.psr-peers.org/>
- Call PSRS/PEERS at 800-392-6848

**If you have any questions about your payroll or if you need assistance using the SISFin Employee Payroll Portal, contact the JC Schools Payroll & Benefits Department at 573-659-3014.**