

Additional Portal Information / Tips

Login:

At Login - after the fourth unsuccessful attempt at entering your password – click “Forgot Password” on the screen. You will receive a message to again enter your login and a message that your password will be emailed to you. If you continue to attempt after the fourth entry, you will be disabled from the Portal. If this occurs, you will need to contact Monica Kotzmann by email at kotzmann.monica@pvbears.org or by calling her at Extension 1206. Leave a detailed message with Monica and she will contact you and provide you with a new default password in order to start over with your initial login.

Password:

Your password must be between 8 and 30 characters. We encourage you to use Upper Case and Lower Case letters, numbers, and/or characters such as the asterisk (*), etc. You will be required to change your password every 90 days. You will receive a notice by the system when the 90 days have expired and you will then need to enter a new password for login. It may be helpful to use the same password as you use for the school district Outlook Express.

E-Mail Address:

When asked to enter an email address, enter the email address where you want to receive any communications related to the portal. This is important when receiving passwords or important messages from the District regarding any changes you may have made to your personnel information. This address does not have to be your PV email address.

Pay History:

You may use this option to provide information required for information requests for purposes such as child support hearings, garnishments and loan information without contacting the Business Office and waiting for the information to be provided to you.

Changes to Personnel:

When making changes to your name, address, or federal tax information, you must complete and sign additional required forms. The forms are found by clicking on the “Other Sites” tab of the screen. When you make a change, an email is sent to Payroll and when Payroll receives the appropriate form, your request will be verified and approved. An email will be sent to you notifying you of this approval. This notification lets you know the Payroll and Personnel Departments now have your changes on file.

Please note: The Employee Portal accepts **changes only**. If any deletions are to be made to the emergency contacts, please send an email to Sylvia Gethen in payroll at gethen.sylvia@pvbears.org.

Portal Availability to Resignees/Retirees:

The Employee Portal will be available to all employees up to and including the last day of the month of January following the issuance of the employee’s last pay after resigning or retiring from the District. For Example: If an employee receives his or her last pay in August 2013, the employee will have access to the portal through the last day of January 2014. Resignees/Retirees should have printed all needed pay stubs prior to that date.