

EAST ORANGE SCHOOL DISTRICT  
DIVISION OF HUMAN RESOURCE SERVICES

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**M E M O R A N D U M**

To: All EOSD Employees  
From: Marissa McKenzie  
Date: Today  
Subject: Employee Portal

Employee Portal is a program the East Orange School District uses that allows each employee access to do the following:

- View his/her absences and leave balances
- Print paystubs (current and historical)
- Print W-2 forms (current and historical)
- View his/her salary information such as pay rates, benefits and deductions

To sign up for Employee Portal, please log on to the District's website at [www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us) and use the following instructions:

- Click on the "Departments" tab
- Then click on "Human Resources"
- On the left side of the webpage under the heading "Employee Resources", click on "Employee Portal"
- Click on the "Create an Account" link

You will be prompted to create a user ID and password. You will need your Employee ID number, (which can be found at the top of your paystub to the right of your name), and the last four (4) digits of your Social Security number. **Please make sure your user ID and password is something that you can easily remember as the Division of Human Resource Services does not have access to user IDs and passwords.**

*Employee Portal is secure and available anywhere you have access to the Internet.*

Please contact the Division of Human Resource Services if you have any questions.

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