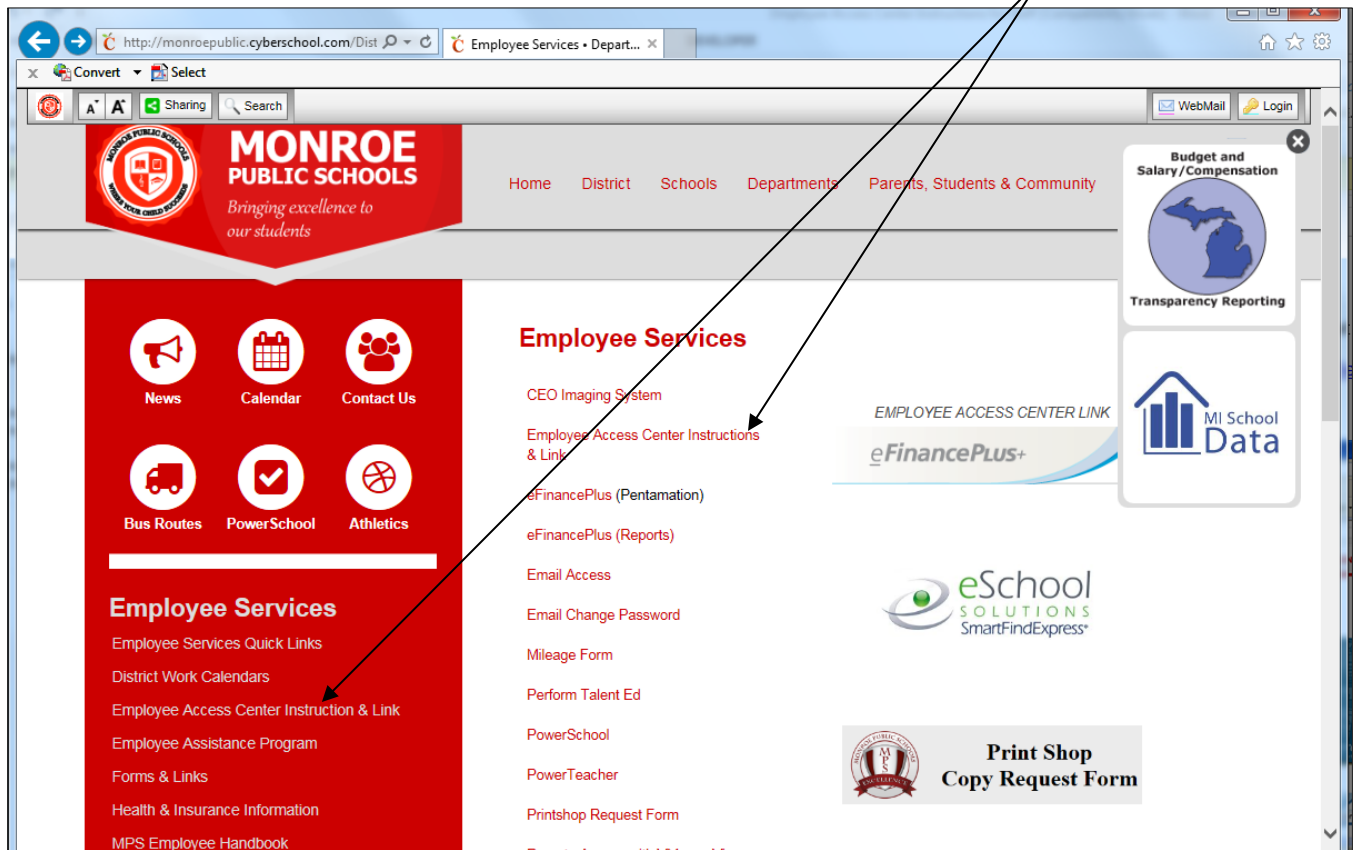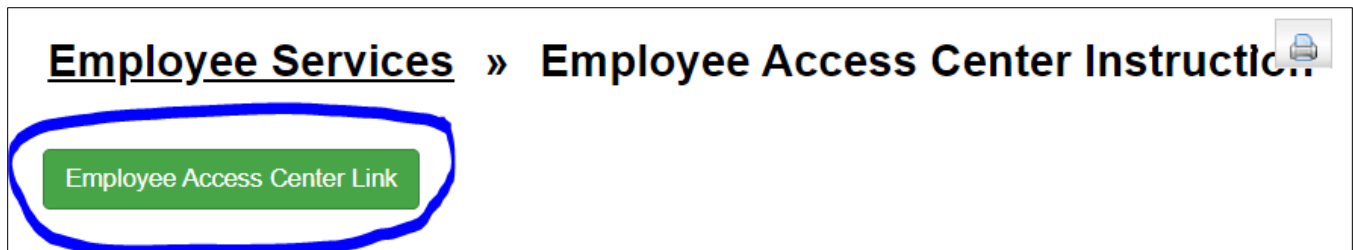# Employee Access Center

You can access the Employee Access Center to view your paychecks.
- [Click on this Link](#) OR
- Use one of the links found under Employee Services on our website.

1. Click on the Green Link as shown below:

DISCLAIMERS
- You will be allowed to make changes to your address and phone number through the Employee Access Center. These changes will go into effect upon approval from the payroll department.
- If you need to change your name or tax information – you must complete the appropriate form and forward that information to payroll.
- If you see discrepancies in your certification or education, please contact the Human Resources Office.
- Please note that the district paid benefits do not include costs for health insurance at this time.

Employee Access Center

2. After you click on the green link, choose from the dropdown:

    District: Monroe Public Schools

    Profile: Monroe Public eFinancePlus 22.4 Live (see screenshot below)

    User ID is your employee number: 58010XXXX

    Password: Initially your Password is the last 4 digits of your Social Security number (for employees hired before 2013 this will be your whole SS number - no dashes). Please be sure to change your password the first time you log into the system.


3. **NOTES FOR INITIAL USE:**
   - Your username will be your employee ID # (This number will be in your Frontline Central profile once you have been added to our Payroll system. Please keep in mind that this can take up to 2 weeks after you complete your payroll paperwork. You will look for a number that begins with 58010).
   - The first time you sign in your password is the last 4 digits of your Social Security number (for employees hired before 2013 this will be your whole SS number - no dashes).
   - Please make sure and update your email contact address (in case you forget your password you can then have it sent to you).
   - Contact Danielle Complo or Ashley Hunter (734-265-3040) if you need help with your password.
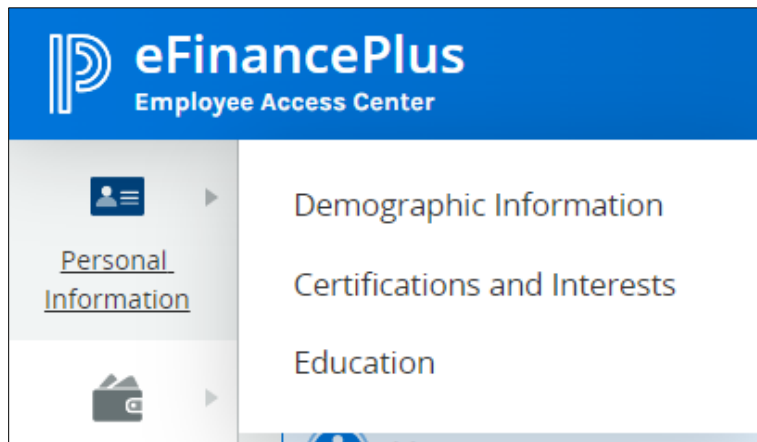
Employee Access Center

4. To change your password click on the blue circle in the top right corner with your initials and click on "Preferences."
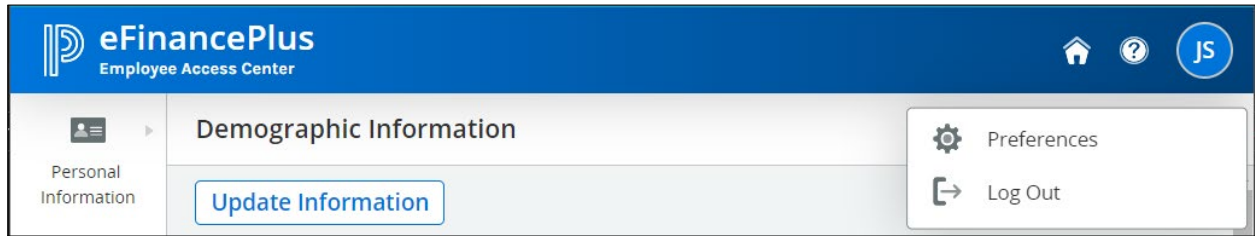
5. You will be prompted to fill in security questions, click save, then you will be prompted to change your password.
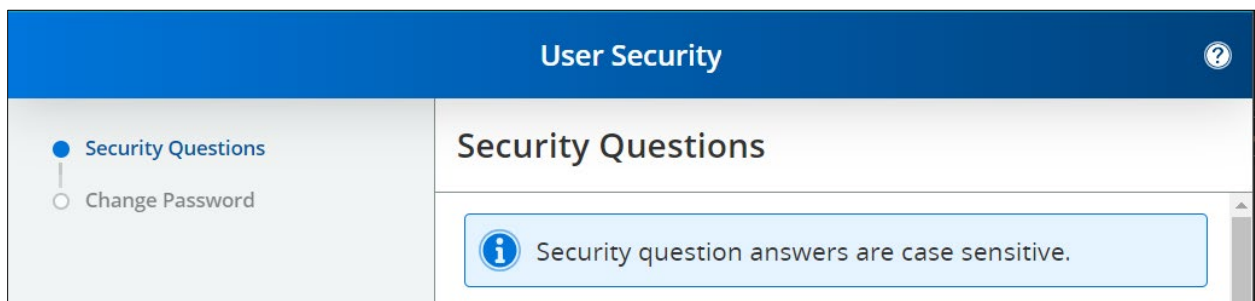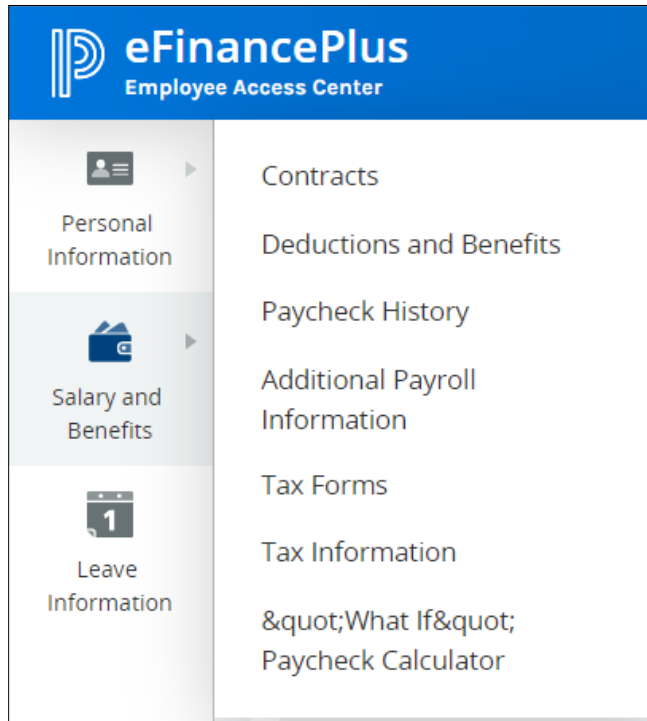

6. Click on the option in the left panel to review your personal information.

7. Please contact Bobbie Milbocker or Jill Synowiec (734-265-3020 or humanresources@monroe.k12.mi.us) if you have questions regarding items related to certifications or education.
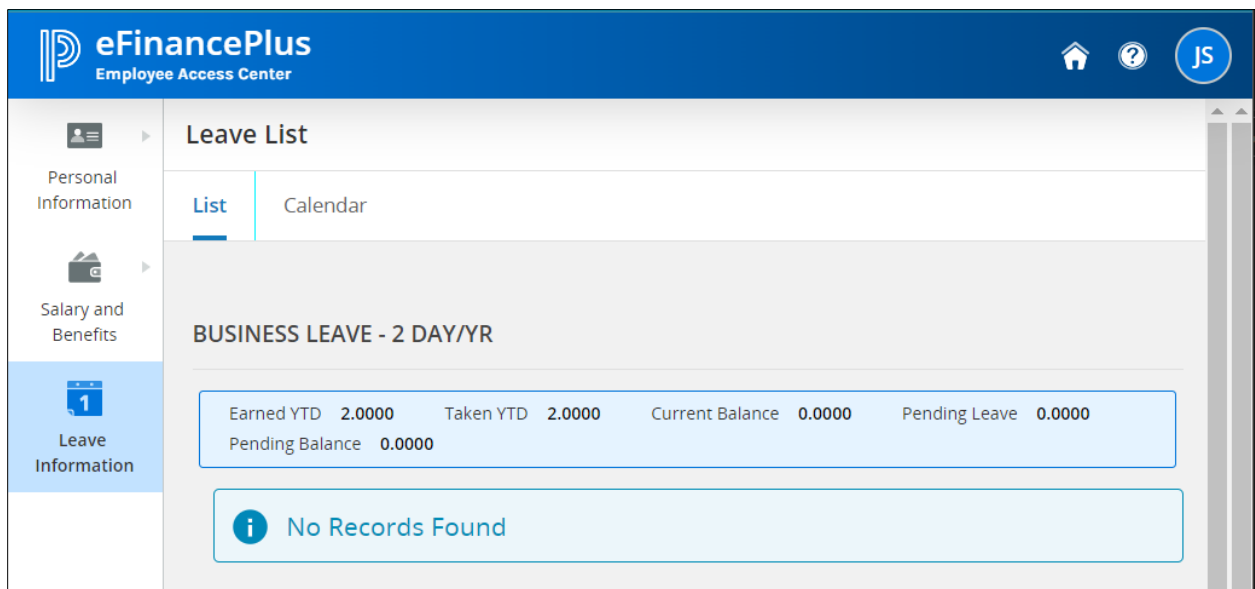
Employee Access Center

8. Click on Salary & Benefits to view your Paycheck History and other options.

9. Please contact Danielle Complo or Ashley Hunter (734-265-3040) if you have questions regarding items under Salary & Benefits.

10. Click on Leave Information to view available leave time as of the last pay date.

11. Please contact Melissa Schilling (734-265-3020 or humanresources@monroe.k12.mi.us) if you have questions regarding items under Leave Information.