

Employee Access Center

Employee Access Center (EAC) is an online application that allows employees to access their own payroll and leave history as well as their personnel information. The information that can be accessed from EAC includes:

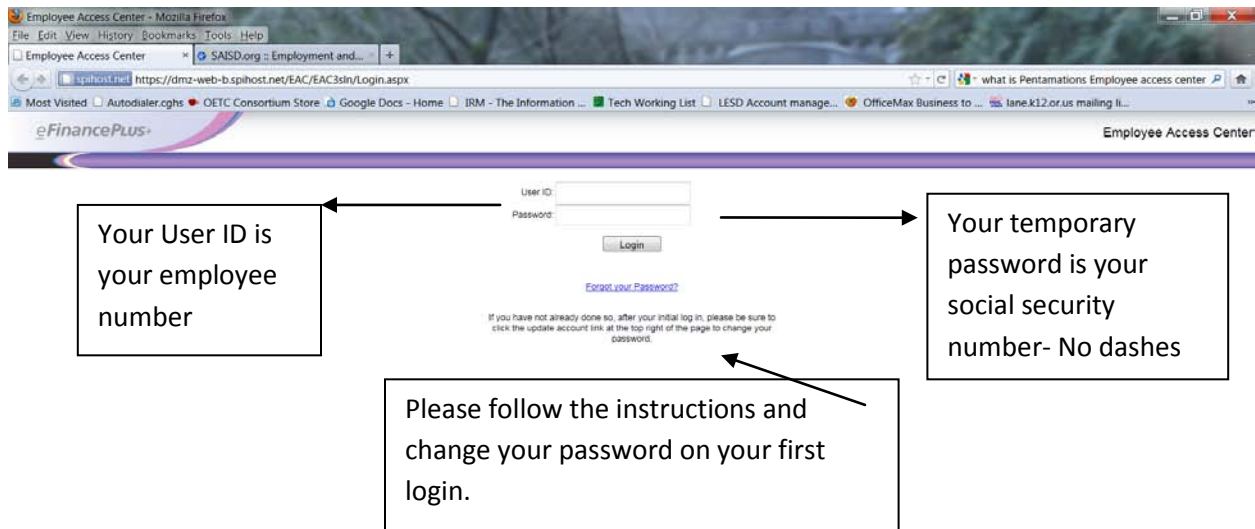
- Employee Information (address and contact information)
- Salary and Benefits
- Leave Information
- Payroll Check History
- Tax Information including W2s
- Deductions and Benefits

You may log into EAC from any computer by linking to the following address:

<https://dmz-web-b.spihost.net/EAC/EAC3sln/Login.aspx>

Or follow the EAC links located on the Business Office Page or Human Resources Page off South Lanes main website at <http://www.slane.k12.or.us>

Your login screen will look like this:



The screenshot shows the login page for the Employee Access Center. It features a 'User ID' field, a 'Password' field, and a 'Login' button. Below the fields is a link for 'Forgot your Password?'. A note at the bottom of the page states: 'If you have not already done so, after your initial log in, please be sure to click the update account link at the top right of the page to change your password.' Three callout boxes provide additional instructions: one pointing to the User ID field stating 'Your User ID is your employee number', one pointing to the Password field stating 'Your temporary password is your social security number- No dashes', and one pointing to the bottom note stating 'Please follow the instructions and change your password on your first login.'

Once you are logged in, all your employment information is available to view or print. You may also edit or add information. Information changes will not go live immediately as there is an approval process for security. Those approvals will be run on a routine bases. If you have questions, contact Tami Bush at 541-942-3381 x 117

In an effort to conserve both time and resources, check vouchers for direct deposited checks will no longer be routinely printed after July 1, 2012. You can log in to EAC and print your own if needed. No changes will be made in checks that are mailed or delivered.

Questions can be directed to Tami at 541-942-3381 x 117 or emailed to tami.bush@slane.k12.or.us