SCHOOL DISTRICT OF CLAYTON EMPLOYEE PORTAL INSTRUCTIONS

Welcome to the School District of Clayton's Employee Portal! Here, you can view your Human Resources and Payroll/Benefits data.

Access to the Employee Portal (https://emport.claytonschools.net/keynet) is available both at work and home. A link for the Portal can be located on the District website under the Business Office section. Please sign in using your current network (Active Directory) login and password.
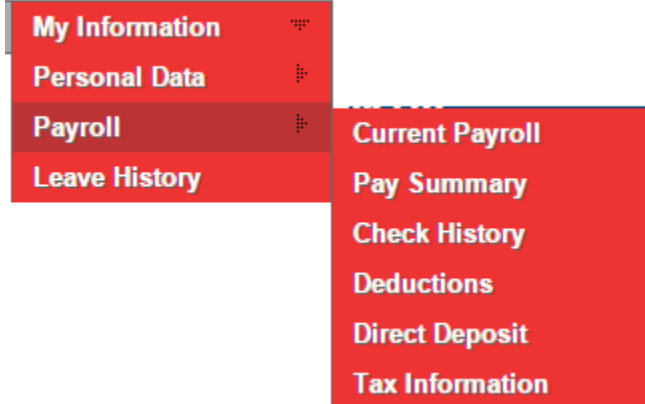

Personal Data

Under Personal Data, you are able to view basic employee data. Employees are encouraged to update all contact information, particularly for Emergency Contacts. Certificated Staff have access to Certification and Education information, but must notify Human Resources of updates.

Payroll

The Payroll selection allows users to view the following information:

Current Payroll: *Calendar days, hours per day, annual salary, insurance allotment (if applicable). Please note, the salary "Paid To Date" information calculates on a fiscal year basis while the insurance allotment calculates on a calendar year basis.*

Pay Summary: *Displays calendar information for current, month-to-date, quarter-to-date and calendar-to-date pay as well as fiscal-year-to-date pay. Previous quarters may be selected with the drop down menu.*

Check History: *Shows each payroll check by calendar year. Previous years may be chosen by changing the year in the drop down menu. Paystubs may be viewed by clicking on an individual check number.*

Deductions: *Presents employee payroll deductions for items such as insurance and retirement. Also includes District paid insurance benefits.*

Direct Deposit: *Lists employee's bank accounts used for direct deposit.*

Employee Tax Information: *Presents employee's current W-4 information and FICA &Medicare eligibility. Unofficial W-2 form is available at bottom of page.*

Leave History
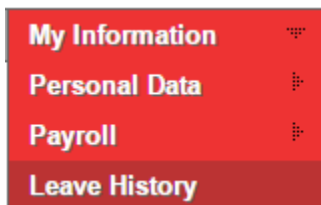
*Employee leave data is presented by type of leave. **Please note, leave posting will lag between three and four weeks.** If you have any questions regarding available leave, please contact the Office of Human Resources.*

Quick Tips

- In order to easily access the Portal from your computer, save the website (emport.claytonschools.net) as one of your browser Bookmarks.

- In the event you submit a request to edit your personal information and it requires the approval of either Human Resources or the Business Office, you will see a Pending marker in the section header. All other requests are immediate or will require additional paperwork as noted.

- In order to maintain the confidentiality of your information, please make sure to logout of your session once you are finished. The Logout link is at the top of the page, next to your login information.