Accessing Your Payroll Information via KeyNet
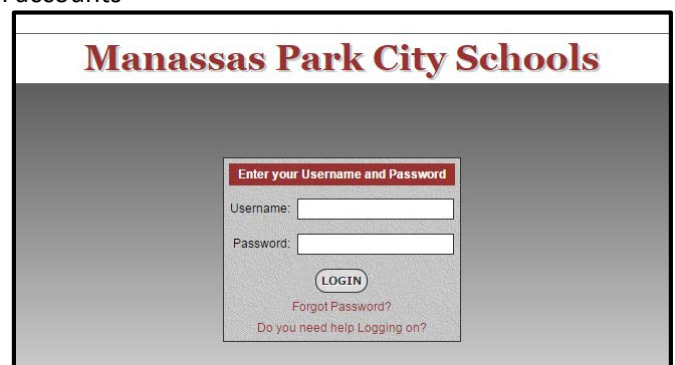
Getting to KeyNet

The easiest way to get to the KeyNet website is through the division website.

- Go to the division website at www.mpark.net
- Choose "Staff Resources" from the menu at the top of the division homepage
- Choose "KeyNet Employee Access" from the list of Staff Quick Links on the left side of the Staff Resources page
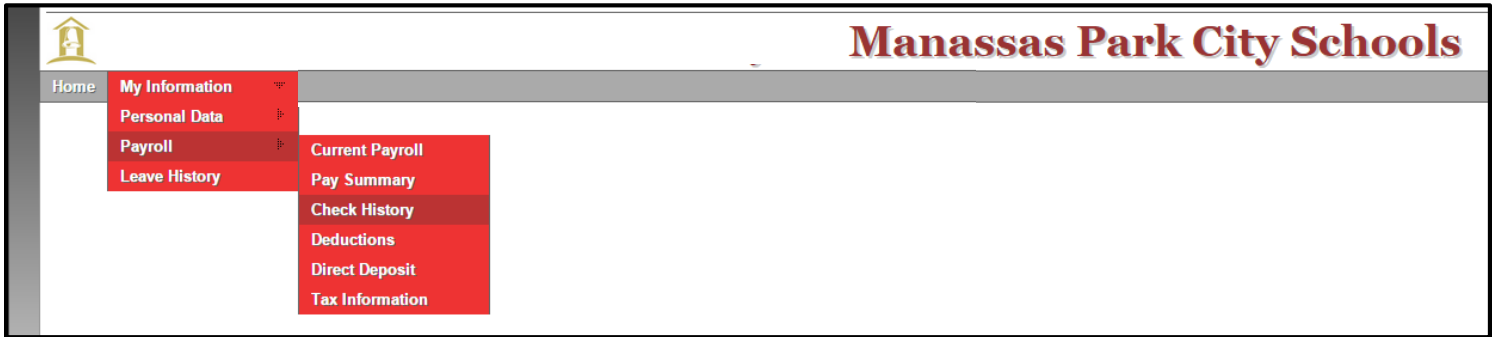
Accessing KeyNet

- Choosing "KeyNet Employee Access" will bring you to a new page as shown below
    - You might want to bookmark the web address for faster future access
- Username and password for employees with work e-mail accounts
    - Your username is the same username that you use to login to your computer each morning
    - Username should be in the format FIRST.LAST
    - DO NOT include @mpark.net
    - Your password is the same password that you use to login to your computer each morning
    - You are required by IT protocol to change your computer password periodically and your KeyNet password will follow any change
    - If you have issues logging in, please contact amy.stoffregen@mpark.net and DO NOT use the "Forgot Password" or Reset Password" hyperlinks
- Username and password for employees without work e-mail accounts
    - Your username is your name in the format FIRST.LAST
    - The first time you login your password is *password*, but you will be prompted to change this
    - If you have issues logging in, please contact amy.stoffregen@mpark.net or 703-335-8868
    - DO NOT use the "Forgot Password" or Reset Password" hyperlinks

Your Information and Check Stub

Once you login, you should see your name in the upper left corner of the webpage. By using the drop down arrows you can expand the menu under My Information as show above.

Personal Data – You are encouraged to explore the links under Personal Data and edit any information you might find there. In particular, all employees should add an emergency contact.

Payroll – Contains nearly anything you could want to know about your payroll.

> **Current Payroll** – A list of current job assignments and their associated pay rates.

> **Pay Summary** – Lists the gross pay along with various taxable wages and the associated taxes paid for the current month to date (MTD), quarter to date (QTD), calendar year to date (CYD), and fiscal year to date (FYD).

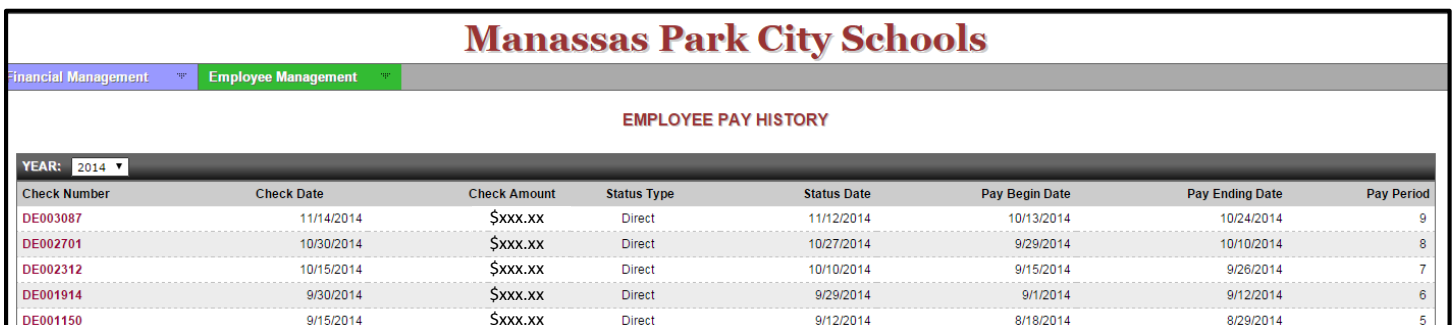> **Check History** – Provides you the means of viewing your current and past check stubs.

> **Deductions** – Lists the deductions (employee paid) and benefits (employer paid) associated with your paycheck.

> **Direct Deposit** – Details the information on file for your direct deposit and provides link to the form needed to make any changes.

> **Tax Information** – Details your current withholding status and number of exemptions for federal and state taxes with links provided to the forms needed to make any changes to your withholdings. This is also where your W2 forms will be provided in the future.

Leave History – At some point the system will be linked to Aesop and leave totals will be available here. However, you are encouraged to use Aesop as your primary – and most up to date – leave information.

Accessing your Check Stub

Selecting Check History from the Payroll menu will bring you to a new screen similar to the one above. Each check is detailed with the pay date and check amount. The maroon check numbers are hyperlinks that will open a new window that shows your check stub in a format similar to the printouts that were distributed last school year.

Viewing your Check Stub

An example of a check stub is provided below. Your personal check stub may have more or less information depending on the number of direct deposit accounts and voluntary benefits that you elect.

You can print your check stub if needed, but note that the printed document will not look identical to the document on the screen. This is because a paper check stub should only be needed when you have to provide documentation for a mortgage, etc. The printed document omits certain information of a personal nature, while providing all information needed for by banks, the IRS, and other such third parties.

Print Check Stub	Close Window

Direct Deposit Info

xxxxxxxxx-xxxxxxxx4373-(CHECKING)	$x,xxx.xx	Gross Pay	$x,xxx.xx
		Check Amount	$x,xxx.xx

Earnings Code	Description	Date	Units	Rate	Amount
SAL	Salary TOTAL		0.0000	$x,xxx.xx	$x,xxx.xx
				Total Earnings	$x,xxx.xx

Taxes		Wages	Employer Paid	Employee Amt
Federal		$xxx.xx		$xxx.xx
VA State		$xxx.xx		$xxx.xx
Local		$xxx.xx		$xxx.xx
EIC				
FICA		$xxx.xx	$xxx.xx	$xxx.xx
Medicare		$xxx.xx	$xxx.xx	$xxx.xx
	Total Taxes	$x,xxx.xx		$x,xxx.xx

Deductions and Benefits			Employer Paid	Employee Amt
928	VRS28	VRS - Prof. Retire	$xxx.xx	$xxx.xx
921	GLI21	VRS - Prof. Group Life	$xxx.xx	$ 0.00
922	RHCC22	VRS - Prof. Retiree Health	$xxx.xx	$ 0.00
117	MED15R	Anthem Key Adv. 500 2EE FM	$xxx.xx	$xxx.xx
41	LTDPLAN1	LTD 40% ER Paid	$xxx.xx	$ 0.00
30	IMLF	Imputed Life	$xxx.xx	$ 0.00
959	WC8868	Workers Compensation - 8868	$xxx.xx	$ 0.00
99	FLEXHC	Flexible Health Care	$ 0.00	$xxx.xx
98	FLEXDC	Flexible Dependent Care	$ 0.00	$xxx.xx
		Total Deductions and Benefits	$x,xxx.xx	$x,xxx.xx

We hope you will find this new system helpful as it provides each employee with immediate access to their check history. In many cases you will be able to view your check stub prior to the deposit of funds in your bank. Regardless of when the stub us available for viewing, all payroll payments are made on the 15th and 30th of the month unless those dates fall on Saturday or Sunday, in which case, the deposit will occur on the Friday prior.

A benefit to the division of this system is the reduction in printing costs. Therefore, we respectfully request that you print any check stub copies you may need at home.