

# GLOUCESTER COUNTY PUBLIC SCHOOLS EMPLOYEE ACCESS CENTER

Budget and Finance, Human Resources and the Technology Departments are excited to announce the launch of the Gloucester County Public Schools' **EMPLOYEE ACCESS CENTER (EAC)**. You are now able to access the following information at work or from your home computer:

- **Employee Information** –view and update your address, home and work phone numbers, e-mail address, and emergency contact information. You can also change your Federal and State withholding on this screen. Click the appropriate Update button, make your changes, and click Save. Withholding changes require an additional step - follow the provided Federal and/or State link, print and complete (signature required) the new withholding form(s) and send to Budget and Finance.
- **Salary & Benefits** – view salary and benefits information
- **Leave Information** – view detailed leave information
- **W2s** – print and view W2s
- **Payroll Direct Deposits and Checks** – view and print paystubs. In the near future, this feature will allow us to stop printing and mailing direct deposit notices.
- **Deductions & Benefits** – view detailed deduction and benefit information
- **Certification** – professional staff only
- **Degrees**

## ACCESSING THE EAC IS EASY!

1. From your worksite or home computer, navigate to “GCPS Division” home page (<http://gets.gc.k12.va.us>).
2. Click on **EAC** in the under the Employee Portal tab.
3. **User ID:** Enter your employee number (see top of paystub).
4. **Password: New employees** - Enter the last 4 of your social security number.  
**Existing employees** – enter your entire social security number with no dashes. Do not share your password with others, as this gives them access to your personal information.
5. Use the menu bar to the left to select the type of information that you wish to access.
6. **MAKE SURE YOU LOGOUT AFTER YOUR SESSION TO PROTECT YOUR PRIVACY.**

We will strive to continually improve and enhance the EAC and appreciate your patience, questions, ideas and suggestions. If you have any problems accessing the Employee Access Center, please contact Lydia Bunting at 693-7835 or Laurie Greisz at 693-7817.