

GLOUCESTER COUNTY PUBLIC SCHOOLS EMPLOYEE ACCESS CENTER

INFORMATION AVAILABLE UNDER EAC:

- **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** – view and print paystubs.
- **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** under the Employees 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.**

If you have any problems accessing the Employee Access Center, please contact Lydia Gilbert at 693-7835 or Laurie Greisz at 693-7817.