

IMPORTANT PAYROLL NOTICE



Haslett Public Schools is going **GREEN**

Direct Deposit Statements are available online!

All employees will be able to access current pay and all past pay information as far back as 07/04/2008, along with your W-2 records.

To see and/or print your direct deposit information,
please visit this website and bookmark it:

<https://as400.edzone.net/cmtwpi>

The format for your user ID is as follows:

- the first initial of your first name
- up to 5 characters of your last name
- the two digit day (not the month) you were born (number between 01-31)
- the last two digits of your SS#

Examples: John Doe, DOB 01/25/1954, SS# xxx-xx-1478
User ID is **jdoue2578**



Pamela Jefferson, DOB 11/04/1976, SS# xxx-xx-7933
User ID is **pjeffe0433**

Your password will be the same as the user id, but will only work once.
You must change your password at this time.

Please Note: Your password cannot start with a number

- You will to be able to look up all your paychecks and W-2 information.
- Paychecks will still be issued for those of you that do not have direct deposit.

To sign up for direct deposit, please contact Payroll at 339-7000.