

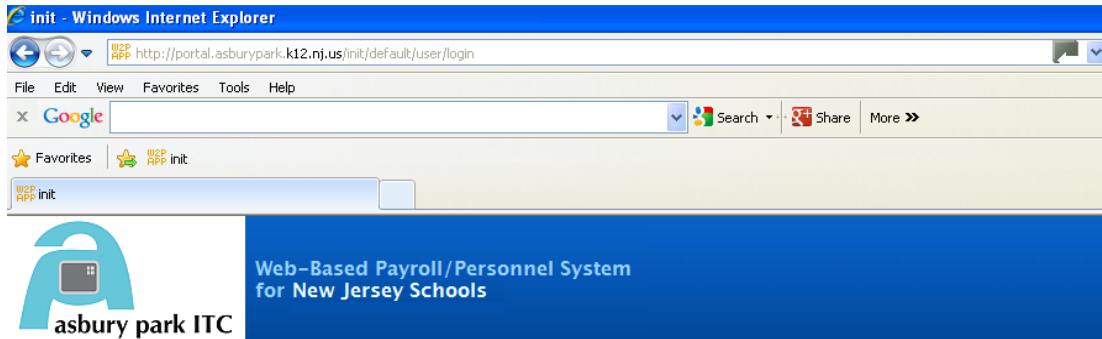
ASBURY PARK ITC EMPLOYEE PORTAL

The new Asbury Park ITC Employee Portal is a “green” way to receive your pay stubs. You will no longer receive direct deposit stubs on your pay date rather you will be able to view them via the internet. Other items viewable include W-2 information, attendance balances, dependents and other items allowed by your district. Cutting down on paper means cutting costs for your district! Instructions for accessing and navigating the system are below. If you should have any questions or need assistance please contact your appropriate representative in your payroll or human resources department.

ACCESSING THE PORTAL

You may access the employee portal by typing the following address into your internet browser:

portal.asburypark.k12.nj.us Please **DO NOT** enter www or http before this address. You will see the following screen displayed.



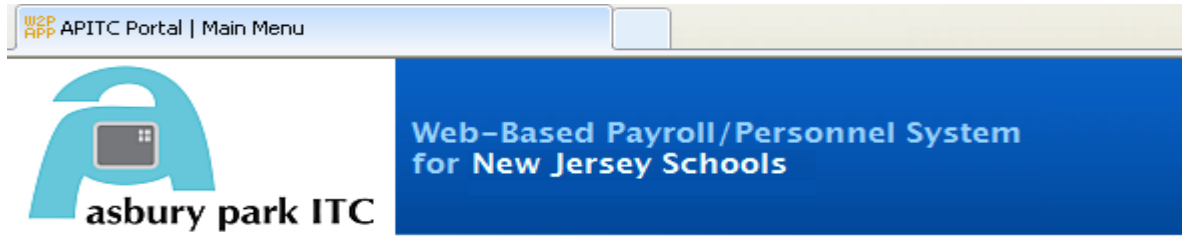
Login

Username:

Password:

Login

At this point you will enter in your username and password you were provided. Once you are signed into the system it is very important that you ****CHANGE YOUR PASSWORD****.



[Home](#) (User MSD/AGudzak is being impersonated)

Your password needs to be changed!

Available functions:

[Display your pay checks](#)

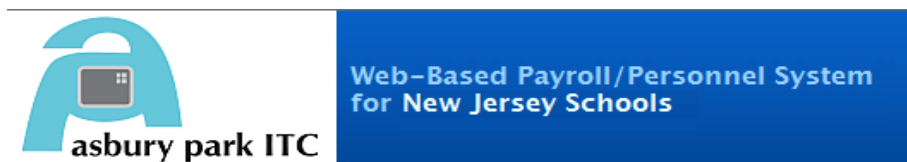
[Display your W-2](#)

[Display your BIO information](#)

[Change your password](#)

[Log out of the Portal](#)

To change your password click on “Change password” in the bottom portion of the screen.



[Home](#) > [Change your password](#) (User MSD/AGudzak is being impersonated)

Change Password

New Password

Repeat New Password

The system will require you to enter in your new password and new password (again) and click “Change my password” on the bottom portion of the screen. Your password is now changed.

DISPLAY YOUR PAY CHECKS

To view your pay checks click on the “Display your pay checks” option. This will allow access to all available years for viewing. Click on the year you would like to view.

[Home](#) > Available Years (User MSD/AGudzak is being impersonated)

Years available for viewing

Year	Checks
2004	3
2007	2
2009	35
2010	39
2011	56
2012	59
2013	19

This will allow you to view any check that was processed in the system. To view the detail of a check click on the blue RefID.

Checks available for viewing

RefID	Period Ending	Pay Date	Check	Gross	Net
5932	20130130	20130130	3120	\$500.00	\$277.10
5938	20130404	20130404	3126	\$6,250.00	\$100.00
5942	20130404	20130404	3130	\$3,000.00	\$1,731.30
5943	20130404	20130404	3131	\$0.00	\$2,881.55
5944	20130404	20130404	3132	\$0.00	\$350.00

The information below as well as all other deductions will be listed for the check you selected. You may print your stub to your local printer if you prefer.

PAYROLL DEMO FILE
 1506 PARK AVENUE
 ASBURY PARK, NJ 07712-0000

Check 3076

AIDEN GUDZAK
 311 SHADYBROOK LAN
 PO BOX 1
 LANOKA HARBOR, NJ 08731-1234

Pay Date 20120802
 For Pay Period Ending 20120802

Marital Status M
 Message: check attendance balances

	Dependents
Federal	01
State	01

Item	Amount	Y-T-D
Gross	2,708.33	47,216.66
Base	2,708.33	45,716.66
Imputed	0.00	0.00
Absence	0.00	0.00
Net	200.00	19,536.49

Department 020
 Location 007
 Checking Account 121212121

Attendance Code	Used this period	Balance
PERSONAL ILLNESS	0.00	0.00
ANNUAL VACATION	0.00	0.00

In order to view other information you may select any of the options in the top left portion of the screen or click Home to Log out and exit.



Web-Based Payroll/Personnel System
 for New Jersey Schools

DISPLAY YOUR W-2

If you would like to display your W-2 for viewing and printing purposes click the menu option on the home page. W-2 forms are updated at the end of every payroll year once your district has finalized them for transmission to the IRS. Select the year you would like to view by clicking the RefID.

Home (User MSD/AGudzak is being impersonated)

Available functions:

[Display your pay checks](#)

[Display your W-2](#)

[Display your BIO information](#)

[Change your password](#)

Year	Box 1	RefID
2010	57,744.66	45
2011	36,174.12	76
2012	12,313.85	130

You can view and print the W-2 displayed on your screen to your local printer.

Form W-2 Wage and Tax Statement 2012		OMB No. 1545-0048		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
Copy C for EMPLOYEE'S RECORDS (see Notice to Employee on back of Copy C)		d Control number 00009	7 Social security tips	1 Wages, tips, other compensation 12,313.85	2 Federal income tax withheld 2,904.44		
c Employer's name, address and ZIP Code PAYROLL DEMO FILE 1506 PARK AVENUE ASBURY PARK, NJ 07712		8 Allocated tips	3 Social security wages 46,596.78	4 Social security tax withheld 1,957.38			
		9 0.00	5 Medicare wages and tips 46,596.78	6 Medicare tax withheld 675.76			
		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12 BB 1,000.00			
e Employee's first name and initial Last name GUDZAK, AIDEN Suff. 007		13 <input checked="" type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Third-Party Sick Pay	14 Other WD/HC 128.78 (E) 30,899.51				
		b Employer identification number (EIN) 21-10000000	PEN 3,282.93		12c DD 10,600.00		
		a Employee's social security number 100-10-1000	FLI 24.24		12d BB 0.00		
f Employee's address and ZIP code 311 SHADYBROOK LAN PO BOX 1 LANOKA HARBOR, NJ 08731-1234		15 State NJ Employer's state I.D. number 210-000-000/000	16 State wages, tips, etc. 47,216.66	17 State income tax 1,169.44	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Dept. of the Treasury - IRS

DISPLAY YOUR BIO INFORMATION

Your district has allowed certain personnel information to be accessed via the portal for viewing purposes only. To access your information click on “Display your BIO information”.

[Home](#) (User MSD/AGudzak is being impersonated)

Available functions:

[Display your pay checks](#)

[Display your W-2](#)

[Display your BIO information](#)

[Change your password](#)

Any information allowed by your district will be displayed for viewing purposes only. You may display your health care dependents as well as your attendance record. To view your attendance record click on “Display your attendance record”.

[Home](#) > [BIO Information](#) (User MSD/AGudzak is being impersonated)

Biographical Information

Last Name GUDZAK First Name AIDEN
AKA Name COLIN DAVIS
Address 1 311 SHADYBROOK LANE
Address 2 PO BOX 1
City LANOKA HARBOR State NJ Zip Code 08731-1234

[Print](#)

[Display your dependents](#)

[Display your attendance record](#)

Your updated attendance and balances will be displayed and available to print to your local printer.

2014 Attendance Display

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 B	23 B	24 B	25 B	26	27
28	29	30	31			

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 A	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 B	31

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 C*	21
22	23 A	24	25	26	27 C*	28
29	30					

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					