

Hartland Schools Payroll eEmployee Registration and Login Instructions

IF YOU ARE A NEW EMPLOYEE PLEASE CONTACT KAREN ELLIS FOR YOUR EMPLOYEE ID # ANYTIME DURING THE WEEK YOU WILL RECEIVE YOUR FIRST PAYCHECK AT EXT. 2106 OR BY EMAIL AT karenellis@hartlandschools.us

If you have already registered, please follow the instructions in Step 1 & Step 2.

If you have not registered, please follow the instructions in Step 3 & Step 4.

Step 1: Access the eVoucher link through the [Hartland Schools website homepage](#) by doing the following:



1. Click on the  icon in the upper right corner of the screen
2. Under Departments you will choose Human Resources
3. On the left side of the screen under Human Resources you will choose Employee Resources
4. You will scroll down to the listings under Payroll and choose eVoucher and log in with your username, password and entering Hartland Consolidated Schools in the pull down menu

Step 2: Click on eEmployee icon

Step 3: REGISTRATION

First time users: You will register to obtain a user name and password. Follow the instructions under Step 1, then:

- Click on Register
- Enter your birthdate and last 4 digits of your social security number **OR** enter your employee #, then click on Confirm
- You will be asked to create a User Name and Password, we recommend you use your full name (example: johndoe) as your User Name and then select a Password
 - **WRITE DOWN THE USER NAME & PASSWORD YOU CREATED & PLACE IT IN A SAFE PLACE,**

Step 4: REGISTRATION/LOGIN SCREEN

First time users: Now Log in with the User Name and Password you just created.

- Employees who already have a User Name: **If it says you already have a User Name, click on [Forgot your username?](#) (below the Login icon). If you forgot your password, click on [Forgot your password?](#) (below the Login icon)

If you have any issues, please contact Karen Ellis at (810) 626-2106.