Employee Connect

In March 2015, the Lowndes County School District (LCSD) announced a Self-Serve Employee Portal for employees to access their pay information!

Employee Connect website address: mypay.lowndes.k12.ms.us/employeeconnect

❖ A Quick Link if available on the LCSD website under the "Employees" link on the home page.

❖ The portal is only accessible on the LCSD network; you must be on a computer that is connected to the LCSD server to gain access.

❖ The browser settings will need to allow for popups to open in a new tab.

Username — first 3 digits of last name and last 4 of SSN
Password — first name initial, last name initial, last 4 of SSN, the @ symbol, 4 digit DOB year

❖ Example: Jane Done, ssn 123-45-6789, DOB 12/31/50
  o Her username will be: DON6789
  o Her password will be: jd6789@1950

❖ All active employees have access to Employee Connect after receiving their first month's pay. (Every active employee as of December 2014 had access as of January 23, 2015)

❖ If access is denied:

  o Log in fails and you feel you are correctly entering in your data: send "_log in failed_" email to **_Rhonda.Hawkins@lowndes.k12.ms.us_**. → IMPORTANT!! → Please include the username and password you are using.

  o Account is locked due to user trying to login 5 times within 5 minutes using the wrong password:

    • The message "_Account is Locked! Contact the Central Office_" will be displayed.
    • Send "_request to unlock_" email to **_Rhonda.Hawkins@lowndes.k12.ms.us._** → IMPORTANT!!
      → Please include full name of user.

❖ If an employee becomes separated from the LCSD, his or her Employee Connect account will be inactivated after their final pay.

Main Menu:
My Information:

  ❖ Current Pay Statement - Most current direct deposit statement.
  ❖ Leave Statement - All leave posted for current fiscal (July – June) year.
  ❖ Pay History - Copies of direct deposit statements beginning Jan 2014.
  ❖ W2 - Copies of W-2's beginning with 2013 calendar year.

More menu items will be added later.

  ❖ If you have questions regarding the information that you access, please get with your **school's payroll manager first.** If necessary, send "_question about pay_" email to **_payroll@lowndes.k12.ms.us_**.

Leaving the Portal:

  ❖ Always log out of Employee Connect by clicking "Log Out" to ensure your personal information is not viewed by unauthorized parties.

  ❖ Close all tabs that your information opened in: clicking the X in the top right hand corner will close all tabs.