

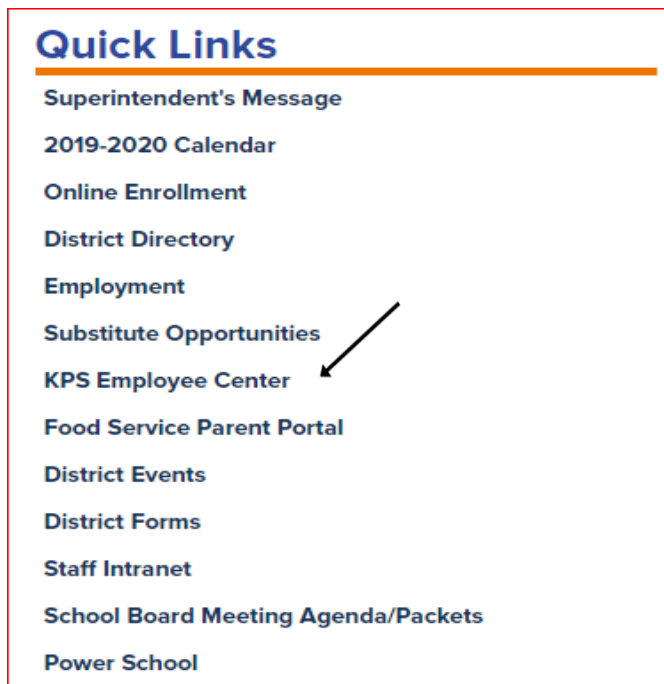
# Welcome to your new On-line Employee Access Center!

## Login Directions:

**What is an employee access center?** It is a secure site that allows you to view all your employee information; including your demographic information, benefit information and your work calendar. This is where you will go May 1 to enroll or waive for Annual Open Enrollment. In addition, this access center allows you to change your own information! No more sending emails to HR/Payroll requesting us to change/update your address, or to update your emergency contact information.

### How do I access the Employee access center?

Go to the **KPS website** and click on the **KPS Employee Center** under **Quick Links** on the right-hand side of the page.



That will take you to the **Login Page** for the **KPS Employee Center**. Your user ID is your Employee ID# and your password is the last 4 digits of your Social Security number.

eFinancePLUS Employee Access Center

Profile: Kalispell SD - Live

User ID:

Password:

Login

**User ID: Your Employee ID number**

**Password: Your last four digits of your Social Security #**

**And now you are in the Employee Access Center!** Please review your information to ensure that it is accurate. You can update your information by clicking the **Update Button**. Remember if you are going to make a name change, you will need to provide HR with an updated Social Security card before it can be officially changed in our system. Changes will take up to 5 working days to update in the system.


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Employee Access Center

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**Employee Tasks:**

- Employee Information
- Payroll Checks
- Salary and Benefits
- Leave Information
- Print W2s
- 1095-C
- Tax Information
- Deductions and Benefits
- Open Enrollment
- New Hire Benefits Enrollment
- "What If" Paycheck Calculator
- Recruitment
- Contracts

**Links:**

- KPS Website
- KPS Password Reset

Please contact the Human Resources Department to report inaccuracies.

Information
Update

<p>Employee ID: 10000            First Name: TEST            Middle Name:            Last Name: MACTESTERSON            Suffix:            Address 1: 1 HOUND DOG LANE            Address 2:            City: KALISPELL            State: MT            Zip: 59901            Personal Email:            Other Phone:            Years in District: 0            Years in Total: 0            Emergency Contact:            Physician:            Spouse:</p>	<p>Previous Name: TEST            Release Information: Yes            Phone Number:            Work Phone:            Work Email:            SSN: 000-00-0000            Birth Date:            Hire Date: 4/18/2019            Department: 10 - HUMAN RESOURCE            Check Location: 86 - MAIL            Personal Cell Phone:            Emergency Cell Phone:            Years in State: 0            Emergency Phone:            Physician Phone:            Spouse Phone:</p>
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(Updates have been made to the information above, pending completion by the Human Resources.)