

# Payroll Web Portal



# Introduction

- The Department of Fiscal & Administrative Services developed a web-based system for employees to view and print payroll information.
- The **PAYROLL WEB PORTAL** is a county-wide green initiative designed to move towards a paperless environment.
- The objective is to provide access to payroll information 24 hours a day, 7 days a week, in an efficient and environmentally friendly manner.

# **When Does the Program Begin?**

**The program is currently in a “Pilot Testing Stage.”**

**All individuals on the Charles County Government’s payroll will have access to their payroll information, and will be phased in through the next several months.**

# Employee Information

- **The Employee Information (Main Menu) is the central navigation page for the Payroll Web Portal.**
- **The Employee Information page contains:**

**Employee Name**

**Date of Birth**

**Address (Home/Mailing)**

**Federal and State Tax Withholding**

**Department/Sub-Department**

**Notice to check out information posted by Payroll**

# Navigating the Portal

Navigation buttons are located at the top of the page.

Use these buttons to link to other sections:

- **Manage Account**
- **Pay History**
- **Deductions/Benefits**
- **Earnings Info**
- **Leave**
- **Important Information**
- **User Manual**
- **Logout**

# Viewable Information

## Pay History

- Current and prior earning statements (past 3 years)
- Earning statements available 2 days prior to payday Funds are not available until the actual pay date

## Deductions/Benefits Inquiry

- Year-to-date deductions and benefits
- Employee and employer contributions

# Viewable Information

## Earnings Inquiry

- Earnings and tax information for the current calendar year, quarter and fiscal year
- Federal, FICA, Medicare and State taxable wages.
- Associated tax withholdings

## Leave Inquiry (CCG Employees)

- Current leave detail
- Detail leave report

# Viewable Information

## Important Payroll Information

This section will provide the information that was previously distributed with direct deposit/payroll checks.

### Manage Account

- Establish a username and password
- Change an existing username and/or password

# Accessing the Payroll Web Portal

Employees may access the

**Payroll Web Portal**

using the internet at:

**[www.charlescounty.org/secure/pwp](http://www.charlescounty.org/secure/pwp)**

# First Time Logging In

To log in for the first time:

- Use your employee number as your username
- Use your last name followed by the last four digits of your social security number as your password

The capitalization of your last name does not matter. Do not include any spaces in your last name.

# First Time Logging In

For example, the employee John Smith, employee number 9513, with the social security number of 123-45-6789 would enter the following:

**Username: 9513**

**Password: smith6789**

This is the user's default username and password

# Manage Your Account

Once you have logged in for the first time you will be directed to the **Manage Account** where you must establish a new username and password.

**Current/default username:**

**Current/default user password:**

New username must be between 5 and 20 characters long and contain at least one letter.

**New username:**

**Re-enter new username:**

# Manage Your Account

Your Password must be between 8 and 50 characters long and contain both letters and numbers. Passwords are case sensitive.

**New password:**

**Re-enter new password:**

Once your information has been entered into the fields, click the submit button.

To exit without making any changes, click the cancel button.

# Logging Out of the Payroll Web Portal

When you have completed your use, please remember to log out of the Payroll Web Portal.

You can logout by doing one of the following:

- Click on the logout link seen at the top right side of the navigational bar
- Click on the County Seal at the top left side of the page
- Close the browser

# Who to Call for Assistance

If you have any questions or problems logging on, please contact the Payroll Office:

**Debbie Roberts**                      **301-645-0589, ext. 2589**

**Melissa Tucker**                      **301-645-0573, ext. 2573**

**Kelly Vennemann**                      **301-645-0646, ext. 2646**



**Presented by:**

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**301-645-0505 (fax)**

**[www.charlescounty.org](http://www.charlescounty.org)**

**Mission Statement**

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

**Vision Statement**

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount, where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

*Equal Opportunity • Say No To Drugs*

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