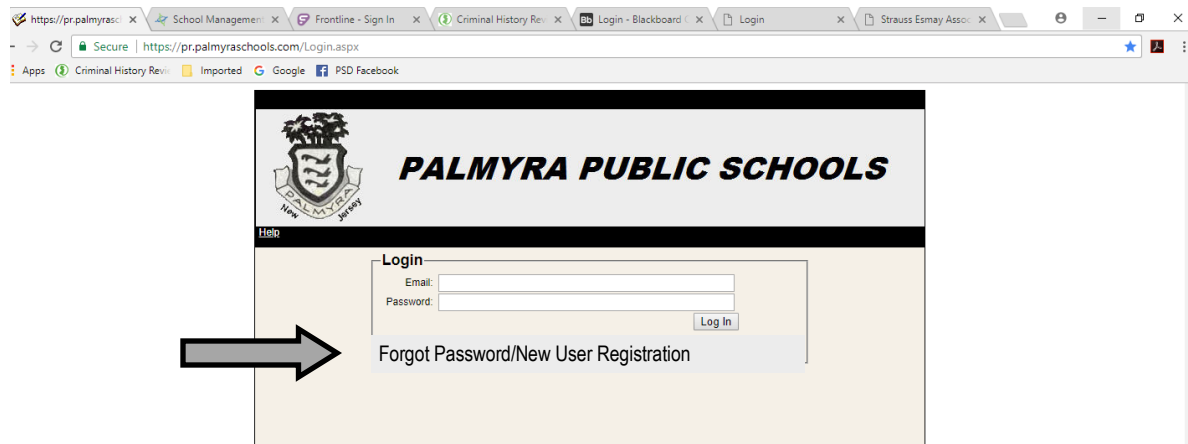


Palmyra Board of Education Payroll Portal

Log onto the portal: <https://pr.palmyraschools.com/Login.aspx>

- Your email is
 - Staff: name@palmyra.k12.nj.us (school district email)
 - Substitutes: the personal email you provided to the district
- First time users: Click the link for Forgot Password/New User Registration
- Use the password sent to you then be sure to change it (green person icon upper right)



- The portal will store all paystubs, W-2s and 1095Cs as long as you are an employee of the district.
- The payroll screen shows your most recent paystub
- The links on the portal allow you to
 - View previous paystubs (use drop-down menu under Payroll tab)
 - View W-2s and 1095Cs
 - Check your attendance calendar
- **DAILY PAY/HOURLY PAY/EXTRA PAY SUBMISSIONS**
 - As of 9/1/2023 we will no longer use Timesheets to track Daily, Hourly or Extra pay
 - All Daily, Hourly or Extra Pay dates and/or times must be entered in the Payroll Portal
- To Log Out - green person icon in upper right, drop down arrow for Logout