

Creating an Account on Employee Service Portal (ESP)

1. Your account will be created once all forms are turned in, verified, and entered. Please email bethany@millardk12.org to get your "Employee Number" after turning everything in.
2. Go to www.millardk12.org. Find the Employee Service Portal icon on the bottom left of the web page.

Click on "Create an account"

A screenshot of the 'Sign In to Employee Service Portal' interface. It includes a blue header with the title, a sign-in form with fields for 'Username' and 'Password', and a 'Sign In' button. To the right, there are links for 'Forgot your password?' and 'Create an account', and a list of supported browsers: Windows Internet Explorer 8, 9, & 10; Mozilla Firefox 20; Google Chrome 26; and Safari 6 - MAC only. A note states that functionality cannot be guaranteed if using an unsupported browser.

3. Enter information starting with your employee number and submit

A screenshot of the 'Create New Account' form. It has a title and a note: 'Please have your employee number ready when logging into ESP.' The form is divided into two sections: 'Personal Information' and 'Profile Information'.
Personal Information: Fields for Employee No, Last Name, Birth Date, First Name, Last 4 of Social Security No, and Zip Code.
Profile Information: Fields for User Name (with a 'Minimum 6 characters' note), New Password (with a 'Minimum 8 characters with at least one number and one special character' note), Confirm Password, E-mail (with a note 'E-mail is used for system notifications and for retrieving login information.'), and three sets of Personal Question and Personal Answer fields.
At the bottom, there is a note '*All information is required' and two buttons: 'Submit' and 'Cancel'.

4. Watch for an email and confirm it. This will unlock your account so you can access it.
5. Login to your new account. Paychecks can be viewed under the payroll tab. Clicking on the green dates will bring up the paycheck stub.



Payroll

[Request Tax Changes](#) | [Request Direct Deposit Changes](#) | [Time Entry Proxy Requests](#)

[Pay Check Calendar](#) | [Salary Compensation](#) | [W-2s](#)

 Past pay date

Pay Check Calendar - Click highlighted date to view details

Today Year: 2015 ▾

January 2015						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

April 2015						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

May 2015						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

June 2015						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

7. Other features: Copy's of W-2's can be accessed. You can also submit changes to demographics and or deductions.

[Pay Check Calendar](#) | [Salary Compensation](#) | [W-2s](#) | [1095-Cs](#)

If you need any assistance, please call Bethany (864-1077) at the District Office.