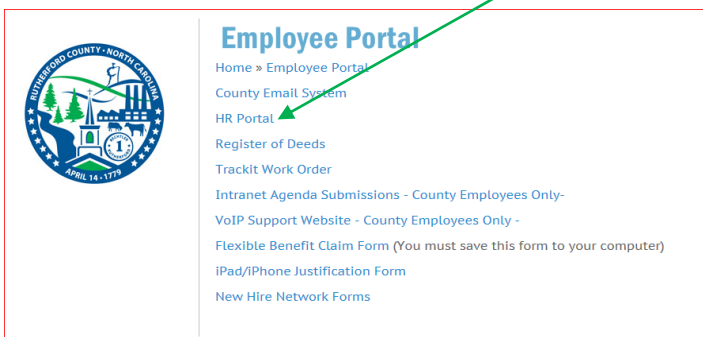


## To print direct deposit notice from the County website

1. From the county website – [www.rutherfordcountync.gov](http://www.rutherfordcountync.gov) scroll down to the very bottom of the screen. In the dark gray section, click on Employee Portal. From your mobile device use: [keynet.rutherfordcountync.gov/keynet](http://keynet.rutherfordcountync.gov/keynet) (then skip straight to step 3 below.)



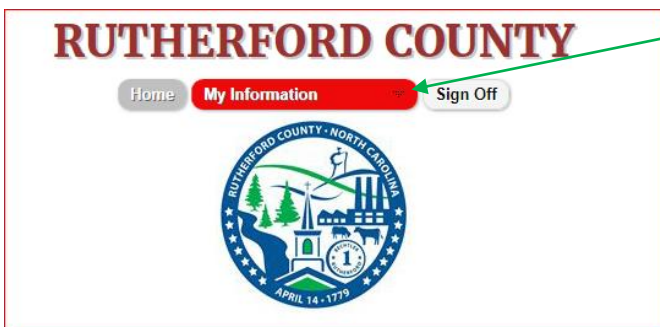
2. From the Employee Portal, click on HR Portal.



3. Log on to the HR portal with your logon and password. This is the same one you use every day to log on to your computer. **DO NOT** click on *forgot password* or *Do you need help logging on?* See next page if you need these options. **\*\*For anyone without a network password see next page for additional instructions.**



4. Screen will look as shown below. Move cursor to the triangle beside "My Information"



- A drop down menu will appear with 3 items below “My Information” Personal Data, Payroll and Leave History. Drag cursor down to “Payroll” and a menu will show to the right.



- 5 items will be listed; these are Pay Summary, Check History, Deductions, Direct Deposit and Tax Information. Drag cursor down to “Check History” and click.



- Screen will look as shown below except there will be amounts under the check amount column. The check numbers will show in red and can be clicked to display each direct deposit notice.

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	STATUS TYPE	STATUS DATE	PAY BEGIN DATE	PAY ENDING DATE	PAY PERIOD
DD062854	7/9/2016		Direct	7/7/2016	6/6/2016	7/3/2016	7
DD062274	6/10/2016		Direct	6/9/2016	5/9/2016	6/5/2016	6
DD061687	5/13/2016		Direct	5/12/2016	4/11/2016	5/8/2016	5
DD061084	4/15/2016		Direct	4/14/2016	3/14/2016	4/10/2016	4
DD060483	3/18/2016		Direct	3/17/2016	2/15/2016	3/13/2016	3
DD059901	2/19/2016		Direct	2/18/2016	1/18/2016	2/14/2016	2
DD059330	1/22/2016		Direct	1/21/2016	12/1/2015	1/17/2016	1

- Once it shows on your screen you can print out by clicking the yellow oval at the top labeled “Print Check Stub.” Direct deposit can then be printed.

- If you want to view other years, use the drop down arrow at the top on the Year oval.



**Forgot password** - If you forgot your password, please use the SysAid program and submit an incident so that IT can reset your password.

**Need help logging on?** – If you need assistance, either use the SysAid program to submit an incident or have your supervisor submit an incident if you do not have access to this.

**Employees without a network password** - they would use their first name.last name and the password is password. For example, Joe Smith would enter the following:

username: joe.smith

password: password

They will then be prompted to change their password to one that they can remember.