GARRY T. EAGLES, PH.D., Superintendent

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February 6, 2013

**MEMORANDUM**

TO: District Superintendents and Business Managers

FROM: Richard Hanger, Assistant Superintendent of Business Services

SUBJECT: **DISTRICT PORTAL**

The District Portal is now operational. The payroll documents that are currently being archived in PDF format are:

- Prior Year Payroll Reports 2011-12
- Current Year Payroll Reports
- Employee W-2 Forms

The portal will also provide access to documents such as the year-end financial reports that are archived as part of the year-end closing process. Eventually we hope to include other financial reports, such as interims.

Attached you will find a District Portal Authorization Form. Please complete one for each employee that will be granted access to the Portal. Please identify the desired areas of access by checking one or both boxes and return the form to the attention of Mary Diegan. Authorized personnel will be contacted by the IT Department and provided access to the portal through the HCOE::Net radial at the bottom of our web page or at https://internet.humboldt.k12.ca.us/hcoenet/.

Please feel free to contact me (445-7030), Kathy Bubenik (445-7059) if you have questions about the portal content, or Mary Diegan (445-7555) regarding use of the portal.

RH:jm

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