

WATERFORD TOWNSHIP SCHOOL DISTRICT

EMPLOYEE PORTAL

As of July 1, 2021, we have changed the software that the district uses for accounting, human resources and payroll. In order to see your pay stub, please follow these directions:

1. Go to WTSD.org and select staff, payroll and employee portal.
2. This first time you are logging in, please select Forgot Password.
 - a. Enter your email address as your username.
 - b. Select Send Reset Password Token
 - c. Open your email and select the link that was sent.
3. Log into the portal
4. Review the Demographics tab for accuracy.
5. Select the Paychecks Tab to see your check stubs.

Please retrieve and documents you need from the old system by December 31, 2021.