

## To All Hammonton School District Employees - Online CASA Setup

We have moved to an online payroll voucher system. Below are directions on how to go into the CASA Payroll website and set up your own individual account. If you do not have Silverlight installed on your computer you will be asked to install it. If you do not have a computer at home you can use a computer at the school. You will be asked for an email address, along with a personal password. You can use any email you like, or change it at anytime. You will not automatically be notified your voucher is ready for viewing, you will have to go into the system on payday. Once you complete this process you will no longer receive a paper voucher.

### Online Payroll Voucher Setup Directions:

Open your web browser and go to their website, <http://www.casapayroll.com>. Click on the employee services login link , which will open the eServices Portal application. Click on the link for new users to begin setting up your account.

You will be prompted for the company's subscription code. In the box, you will enter code # 1a044d07-e956-4ab1-bcf9-f2c129e0c811. Click the next button, and enter your social security number in the textbox. Finally, click the next button, and enter your email address and a password to create your account. *Your password must contain at least one upper case letter, a numeric character, and at least one of the following symbols, @ # \$ % ^ & + =, and must be a minimum of six characters and a maximum of 32.*

Hammonton Education Code #: 1a044d07-e956-4ab1-bcf9-f2c129e0c811

*If you are having difficulty setting up your account the secretaries in your school office have already gone through the process and can assist you or you can call the Payroll Office ex:351.*

*Thank you in advance for your cooperation with this process.*

**Remember-Once you have gone through the setup process to access your pay voucher use the link above, you must then click on *employee services*, then key in your email and password. If you receive two checks within the pay period you will see in the upper right hand corner a number one (1) or two (2) with a toggle symbol. Click on the toggle and you will be able to flip back and forth to the two checks.**