

East Penn School District

Administrative Offices
800 Pine Street
Emmaus, PA 18049
610-966-8300

TO: New Employees & Substitutes of EPSD

FROM: Melissa Mineweaser *mm*
Business Office – EPSD

Subject: East Penn School District – E Portal

East Penn School District has established a site for you to retrieve your payroll stubs electronically. This site will allow you to print your current and past payroll stubs. If you want to evaluate the effect of changing your Federal Tax information, the site also has a pay calculator that allows you to see how the changes would affect your bi-weekly pay.

A link to the Paycheck Portal can be found at www.eastpennsd.org. Navigate to the Employee Resources page and click on the Paycheck Portal icon. Your login will be the first initial of your first name (lowercase), your last name (lowercase), and the last four digits of your Social Security number (i.e. msmith1234). Your initial password will be the last four digits of your Social Security number.

You will not be receiving a printed Direct Deposit form from East Penn School District.

If you have any questions or need assistance with the site, please contact Melissa Mineweaser in the Business Office at 610.966.8302.