

## BEDFORD COUNTY PUBLIC SCHOOLS

### EMPLOYEE ACCESS CENTER

As an employee of Bedford County Public Schools you will now have access to your personnel data prepared by the Payroll and Human Resource departments. Access to this information is through a **SECURE SITE** as indicated on the figure below and can only be accessed using login and password. This site is accessible from computers outside the school system, so please feel free to check your information from your home computer. Each school library will have a computer with printer for employees to access the site and printout information.

In the near future the payroll department will discontinue distribution of direct deposit payroll vouchers as this information will be available to all employees through this site. The school system will realize a cost savings in printing, preparation and distribution because of this change. Notification will be sent to employees prior to this change being implemented.

The site can be access with the following address:

<https://bcpsfinweb.bedford.k12.va.us/eac3/Login.aspx>

-OR-

There is a link on the Bedford County Public Schools website under Human Resource

1. This is the login screen that will appear.
2. User ID is your "Employee ID" and your Password is the last four (4) digits of your social security number.
3. SECURE SITE indications

Employee Access Center - Windows Internet Explorer provided by Bedford County Public Schools

File Edit View Favorites Tools Help

https://bcpsfinweb.bedford.k12.va.us/eac3/Login.aspx

Live Search

Web Slice Gallery VDOE SWSS Bedford School 403b HSA K12USA BoardDocs Yahoo! Employee Access Center

Employee Access Center

eFinancePLUS+ Employee Access Center

User ID:

Password:

Login

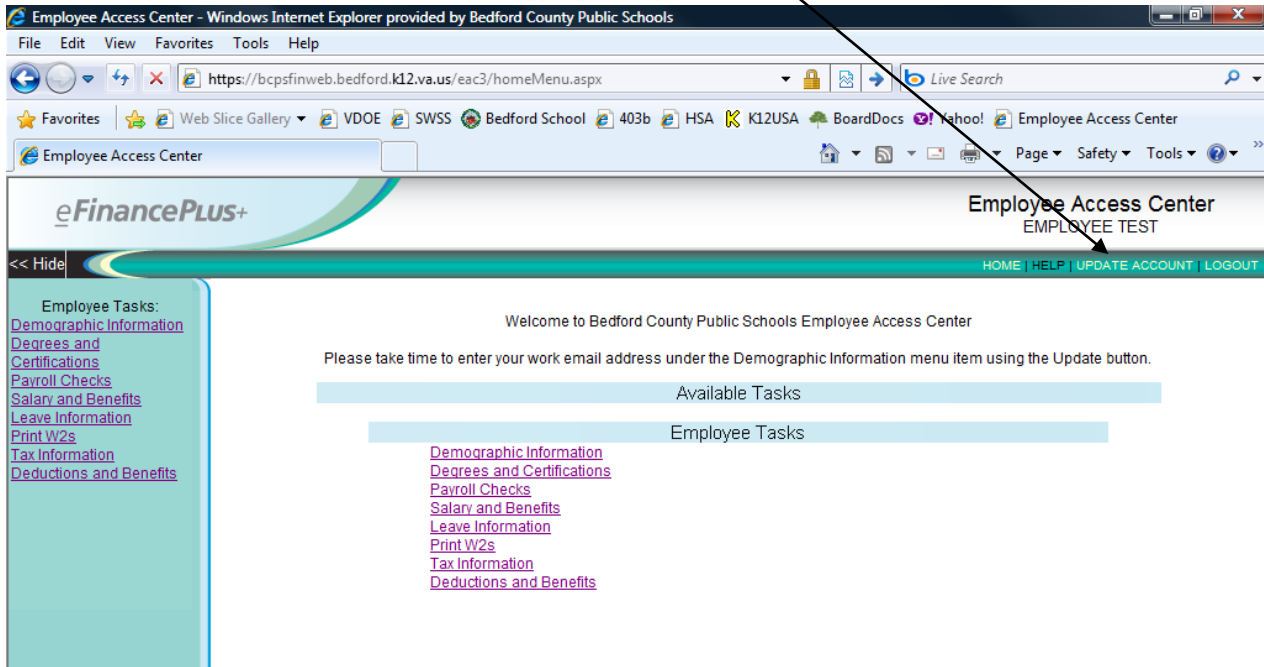
[Forgot your Password?](#)

BEDFORD COUNTY PUBLIC SCHOOLS

For support please call the Payroll Department (540)586-1045

4. Initial Screen after login.

- a. Please take time to enter your work email address under the Demographic Information menu item using the Update button.
- b. Please take time to change your password once you have successfully logged in the first time. To do this, select the "Update Account"



Employees will be able to update select data under the Demographics Information, Tax Information, and Deductions and Benefits (Limited to 403(b) Contributions "Admin Solutions" and Health Savings Accounts).

If you discover any inaccuracies on the site please try to update or contact the Payroll or Human Resources departments at (540)586-1045.