

GLoucester County

EMPLOYEE ACCESS CENTER

Human Resources and the Department of Information Technology are excited to announce the launch of the Gloucester County **EMPLOYEE ACCESS CENTER**. Through this new information portal you are able to access the following information at work or from your home computer:

- **Employee Information** –view and update your address, home phone #, work phone #, e-mail address, and emergency contact information. You can also change your federal and state withholding on this screen. Click the appropriate Update button, make your changes, and click Save. Withholding changes require an additional step - follow the provided federal or state link, complete the new withholding form and send to Human Resources.
- **Salary & Benefits** – view salary and benefits information
- **Leave Information** – if applicable, view detailed leave information
- **Payroll Checks** – view and print pay stubs
- **W2's** – view and print
- **Deductions & Benefits** – if applicable, view detailed deduction & benefit information
- **Open Enrollment** – if applicable, view and change enrollment options for August 1st each year.

ACCESSING THE EMPLOYEE ACCESS CENTER:

Any Computer – Navigate to www.gloucesterva.jobs, and click Employee Access Center in the left column. At the Security Alert window, click “Yes” to proceed to the Login screen.

User ID: your employee number

Password: Your social security number without the dashes. If it doesn't accept your social number without the dashes, try it with the dashes.

**** Once you login, please change your password. Do not share your password with others, as this gives them access to your personal information.**

NOTE: You may receive a message that states, “**There is a problem with this website's security certificate.**” You should **left-click** “**Continue to this website (not recommended).**” When the website loads you will see a button at the top of the page labeled, “**Certificate Error.**” **Left-click** on the button and then **left-click** on “**View certificates**”. **Left-click** on “**Install Certificate**”. On the next screen **left-click** “**Next**”. Make sure that “**Automatically select the certificate store based on the type of certificate**” is selected and **left-click** “**Next**”. **Left-click** on “**Finish**”. A window will pop-up that the import was successful, **left-click** “**O.K.**” On the Certificate screen, **left-click** “**O.K.**” This is a one time process and once completed on a PC won't need to be done again.

If you have any problems accessing the Employee Access Center, please contact Human Resources at 693-5690. *“Human Resources and the Department of Information Technology are working hard to make technology work for you.”*