MyDocs Help

Use this site to access your direct deposit notifications, pay stubs, W-2's, and more.

Username: Your 5-digit employee number

Password: Initially, this will be the last four digits of your Social Security Number

Password Change: Click on the icon in the upper left corner of the page. Passwords can be any combination of numbers and letters. (This password is not related to your network password used to access email and other functions.)   If you change your password, be sure to enter your email address. If you forget your password, a new password will be sent to the email address you have on record.

To Close Session: click on "(logout)" to the left of your name

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Username and Password Retrieval Page:

ID: Four zeros then your Username (5-digit employee number). For example, if your employee number is 12345, your ID is 000012345. Contact Payroll if you have forgotten your employee number.

Further Assistance: Contact Payroll at 770-957-6601