

**YOUR EMPLOYEE INFORMATION IS
NOW ONLINE!**

Go to WWW.bartonccc.edu

Click on Records Online



Log in using your Social Security Number as your ID; enter your Date of Birth as your PIN Number; example 010102. You will be prompted to change your PIN number (six characters, numbers only) to protect your privacy. You will also be asked to create a secret (security) question and answer such as "What is my favorite color?"; answer: "red". If you should forget your PIN number, click on Forgot PIN?, answer your secret (security) question and reset your PIN.

Select the following options to access your employee information online:



Employee Services

- **Benefits and Deductions** - View your retirement plans, health insurance information, miscellaneous deductions (taxes and other benefits/deductions).
- **Pay Information** - View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- **Tax Forms** - View W-4 information and Federal tax deductions; View your W-2 Form.
- **Current and Past Jobs** - View information regarding your current and past jobs.
- **Leave Balances** – View information regarding available leave balances.
- **Contact Barton's Office of Human Resources**

- **PIN number and security question** – Options to change both.
- **View addresses and phone numbers**
- **E-mail address** – View and update your preferred e-mail address.
- **Emergency contact** – View and update your emergency contact information.
- **Name Change Information.**
- **Find out how to change your name or social security number.**

**If you have any questions, please contact
the Office of Human Resources
at (800) 748-7594 or (620) 792-9206, (620)792-9275,
or (620)792-9313.**