

# CARLYNTON SCHOOL DISTRICT

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## Employee Portal

Dear Employees:

As an employee of Carlynton School District, you now have access to the Employee Portal. When you log in to this secure website, you can:

- View and print your paystubs and W-2 forms.
- View absence balances and time-off activity.
- View demographic information.
- View fringe benefit information.

Your username is automatically generated once you are entered into our payroll system. Your portal username will be the first letter of your first name and full last name (example: Jane Doe would be jdoe) and your portal password will be the last four digits of your social security number.

To access the portal, please log into the secure website at <https://prosoft.carlynton.k12.pa.us/ProSoftWeb/login.aspx>.

The employee portal is designed to be easy to use, but if you need help logging in or have questions, please do not hesitate to contact me.

Sincerely,

Renee Fling  
Payroll