



## GARRETT COUNTY PUBLIC SCHOOLS

40 South Second Street  
Oakland, Maryland 21550

*The Office of Human Resources  
& Employee Relations*

301-334-8904  
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[www.garrettcountryschools.org](http://www.garrettcountryschools.org)

### EMPLOYEE PORTAL INSTRUCTIONS

The Human Resource and Finance Departments have implemented an Online Employee Portal through our payroll system so each employee can access personal and pertinent information as it relates to their employment.

The link to sign into the online employee portal is:

<http://employee.garrettcountryschools.org>

Please be patient when logging on this link. The website is slow, but will get better once additional broadband is available.

Each employee will need to complete the following items in order to access the system:

1. Create a “username” - example: john.doe, jdoe, etc. Employees will be responsible for remembering their username. So, please record the name in a safe place.
2. Indicate your employee number – this is the four-digit employee number located on your ID badge.
3. Indicate your first and last name. **No nicknames.**
4. Provide the last four digits of your social security number.
5. Indicate your birth date and the zip code of your home address.

If there are any questions, please contact Finance at (301) 334-8923 or Human Resources at (301) 334-8904.