

# **My Information Center (MIC)**

## **FREQUENTLY ASKED QUESTIONS**

### **Why online pay statements instead of paper statements?**

Eliminating paper pay statements and the time needed to handle and distribute them are part of a continuing effort to reduce labor and material costs throughout the district.

Of even greater importance, this change allows a more secure and convenient environment for employees to receive pay information. Our research indicates that some paper pay statements are left unattended on an employee's desk, never picked up by the employee, or discarded without being opened. Employees sometimes complain that paper statements get lost and express concern about who may have access to their pay information.

The MIC is a secure web based solution that provides 24-hour access to view and print current and past pay statements from anywhere and at anytime at your convenience.

### **Why would I want to view my pay information online?**

- More convenient and secure electronic delivery of pay information.
- View or e-mail pay statements from your home or office 24 hours a day, seven (7) days a week.
- View your pay statements the day before payday.
- No more lost or misplaced pay statements when you need them.
- No more worry about storing and disposing of old pay statements.
- Starting in 2014, pay history will be available to access for loan applications, financial transactions, or agencies requesting wage verification.
- Go Green – more environmentally friendly than using paper pay statements.
- Cost effective for the District.

### **How do I access my pay statement information online?**

Sign on to My Information Center through the Brevard Public Schools (BPS) website. Go to the BPS home website, click on Staff, and then click on My Information Center. *If you haven't signed in to MIC before, you will need to register.* Instructions for registering are provided on the MIC welcome page.

Once you have signed on, you will see several tabs, one of which is labeled Payroll; click on this tab and then on Pay Statements.

### **When will I be able to see the current pay period statement?**

Your online pay statement will be available to view and print one day prior to the pay date, although funds will not be in your account until the actual pay date.

Pay statement information will be available online for at least two fiscal (school) years.

### **What information does the online pay statement include?**

The online statements display the same information, in an updated format, that was on your paper pay statement.

## **Can I get my online pay statement at a computer other than my work computer?**

Yes. In addition to your work computer, you can access your online pay statement from any computer that has an Internet browser. You may have to turn off the “pop-up blocker” to view your statement information.

## **Is the site secure?**

Yes. The district web server that hosts your online pay information uses industry-standard SSL (secure socket layer) encryption and advanced password management to ensure the protection and integrity of all pay statement data transmissions. Only you know your login and password to access your pay information, and online activity is captured in an audit log.

The online pay statement actually offers increased confidentiality over a paper statement. The paper statement usually passes through several people before being delivered to you.

## **How can I be sure someone else can't see my online pay statement?**

The best way to safeguard personal information is by keeping your user name and password private. You must change your password every 90 days by going to the “My Profile” tab on MIC. Additionally, when you have completed viewing your online pay statement, log out then exit/close your browser.

## **What if I lose my password or login information?**

Instructions are provided on the MIC home page. If you forget your user name, it will be sent to your e-mail address (previously designated in your profile). If you forget your password, a new temporary password will be sent to your e-mail address (previously designated in your profile). Once you login with your user name and temporary password, you will be required to change the password. If you are not able to access your e-mail, please contact the **Help Desk at 633-1000 x11735.**

## **Do I have to use my Brevard Public School e-mail address?**

No. You can provide a personal e-mail address if you wish. If you forget your password or user name, an e-mail will be sent to the address that is provided in the “My Profile” tab on MIC. You should verify that you have the correct e-mail address in this location.

## **What if I do not have an e-mail address or the e-mail address in MIC is no longer valid?**

You are not required to have an e-mail address to register and view your pay statement and other payroll information. You may call the Help Desk at (321) 633-1000 x 11735 and you will be provided with your PIN #.