



The following are instructions for setting up a user account that will allow employees to view their pay stubs and W2's.

- Go to the NRMS Homepage at www.nrms.k12.nc.us
- Click on [Staff](#)
- Click on [Payroll Is Going Paperless](#)
- Click on [Access Employee Portal](#)

Before a person can log on to the Employee Portal, they must first register with the SunPac Employee Portal System. A screen similar to the following will appear. Click on the Register with Employee Portal link.

Log in to Employee Portal

User Name: *

Password: *

Log In

[Register with Employee Portal](#)

[Forgot Password?](#)

- Type in First and Last Name (include Jr., Sr., II, III, etc. if applicable)
 - a. Note: The first name and last name MUST match what is on your paycheck stub. Please do not use nickname, etc.
- Type in Social Security Number (no dashes)
- Type in a username.
- Type in a password. The password must be at least 5 characters long and must contain one of the following non-alphanumeric characters - !, @, #, \$, %, ^, &, *, (,),

- Confirm your password
- Email address. May be your school email address or personal email address
- Choose a Security Question. This question will be used if you forget your password and need help remembering it.
- Type in the answer to your security question.
- Click on "Create User".
- Click "Continue" to return to the log on screen and log in with your username and password. After you are successfully registered, you may enter your username and password to view your pay checks and W2's.

Don't forget to write your username and password down for future use.

FORGOT Your PASSWORD? If you have forgotten your password, please fill in your USER ID and click on the "Forgot Password?" button. Please do not call the Payroll Office until AFTER you have first tried resetting it yourself. Still can't get in? Call your Payroll Specialist in the Central Office.

Kim Black - 462-2535 (Cedar Grove, Nash Central Middle, Fairview Early Childhood, Middlesex, W. L. Greene, Braswell, Nash Central High, Nashville, Northern Nash High, and Spring Hope)

Lydia Rachow - 462- 2813 (Baskerville, Coopers, Johnson, Englewood, Hubbard, Parker, Southern Nash Middle, Southern Nash High, Williford, Transportation, Warehouse and Child Nutrition Office)

Jennifer Weeks - 462-2814 (Bailey, Benvenue, Edwards, Pope, Red Oak Middle, Red Oak Elementary, Rocky Mount High, Swift Creek and Winstead)

Tonia Eatmon - 462-2805 (Early College, Central Office, Maintenance, Principals and Assistant Principals)

IMPORTANT: Although paystubs may appear in this system before the actual pay date, **PAYROLL FUNDS ARE NOT GUARANTEED TO BE IN YOUR BANK ACCOUNT UNTIL THE DESIGNATED PAYDAY.**