



LOWNDES COUNTY

CALEDONIA • NEW HOPE • WEST LOWNDES • CAREER TECH

Payroll Department
1053 Hwy 45 South
Columbus, MS 39701
662-244-5011 / 662-244-5012
payroll@lowndes.k12.ms.us

Employee Connect

In March 2015, the Lowndes County School District (LCSD) announced a Self-Serve Employee Portal for employees to access their pay information!

Employee Connect website address: mypay.lowndes.k12.ms.us/employeeconnect

- ❖ A Quick Link if available on the LCSD website under the “Employees” link on the home page.
- ❖ The portal is only accessible on the LCSD network; you must be on a computer that is connected to the LCSD server to gain access.
- ❖ The browser settings will need to allow for popups to open in a new tab.

Username — first 3 digits of last name and last 4 of SSN

Password — first name initial, last name initial, last 4 of SSN, the @ symbol, 4 digit DOB year

- ❖ Example: Jane Done, ssn 123-45-6789, DOB 12/31/50
 - Her username will be: DON6789
 - Her password will be: jd6789@1950
- ❖ All active employees have access to Employee Connect after receiving their first month’s pay. (Every active employee as of December 2014 had access as of January 23, 2015)
- ❖ If access is denied:
 - Log in fails and you feel you are correctly entering in your data: send “log in failed” email to anna.evans@lowndes.k12.ms.us. → IMPORTANT!! → Please include the username and password you are using.
 - Account is locked due to user trying to login 5 times within 5 minutes using the wrong password:
 - The message “Account is Locked! Contact the Central Office” will be displayed.
 - Send “request to unlock” email to anna.evans@lowndes.k12.ms.us. → IMPORTANT!! → Please include full name of user.
- ❖ If an employee becomes separated from the LCSD, his or her Employee Connect account will be inactivated after their final pay.

Main Menu:

My Information:

- ❖ Current Pay Statement - Most current direct deposit statement.
- ❖ Leave Statement - All leave posted for current fiscal (July – June) year.
- ❖ Pay History - Copies of direct deposit statements beginning Jan 2014.
- ❖ W2 - Copies of W-2’s beginning with 2013 calendar year.

More menu items will be added later.

- ❖ If you have questions regarding the information that you access, please get with your school’s payroll manager first. If necessary, send “question about pay” email to payroll@lowndes.k12.ms.us.

Leaving the Portal:

- ❖ Always log out of Employee Connect by clicking “Log Out” to ensure your personal information is not viewed by unauthorized parties.
- ❖ Close all tabs that your information opened in: clicking the X in the top right hand corner



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will close all tabs.

Changing your password:

- ❖ A utility menu has been added to the Employee Connect portal. You can now change your password to a combination of your choosing. New passwords must contain:
 - a minimum of 8 characters in length
 - at least 2 Non Alphanumeric Characters (~!@#\$%^&*()-=?><{}[].,/::)

Please be sure to keep your new password secure.

- ❖ If you get locked from your account, please send "*request to unlock*" email to anna.evans@lowndes.k12.ms.us. Your password will be reset to the default password of first name initial, last name initial, last 4 of SSN, the @ symbol, 4 digit DOB year.