

Payroll Portal Instructions for All UFT Members

Members can access their salary information and enroll in various DoE programs online at the DoE's Payroll Portal. Members must have DoE email IDs to access the Payroll Portal. If a member does not have an ID they should call the DoE Helpdesk at 212-935-5100.

Members should be encouraged to use the Payroll Portal since the DoE's goal is to eliminate paper and do all enrollments on-line. Below are detailed instructions to help members access the Payroll Portal. Please feel free to duplicate and distribute.

First type the web address <https://payrollportal.nycboe.net> in your browser. This will take you directly to the DoE's Payroll Portal.

On the far left locate "login" and click on it once. Enter the appropriate information as follows: Network/Email ID, Password and choose and enter your SS, EIS ID or Employee ID. Click "sign in." NOTE: Your Network/Email ID is the ID you use to access your DoE email (ex. If your DoE email is: JDOE@schools.nyc.gov then your network/email ID is: JDOE.)

Two boxes will appear on your screen. The first is a message box. This message explains the second box which is titled "mailing list." The mailing list will keep you up to date on news, documents and events in the payroll portal. You can unsubscribe to this service at any time.

Click the "OK" button in the message box. If you want to join the mailing list complete the requested information and click "subscribe." If you do not want to join the mailing list click "cancel." ***Please be advised that you do not have to join the mailing list to access your salary information online.***

On the far left of your screen locate Employee Self Service and click once on it. There are several options available to you:

Salary Differential Request Application – This is where you can apply for salary differentials

You can enroll in the following DoE programs:

- College Savings
- EFT/Direct Deposit
- Metro Card
- Savings Bond
- Transit Savings Account

You can also access your salary information by clicking on "Payroll Register." You will get the payroll inquiry screen with options to see your salary information, salary history, payroll register, CAR information and pay stubs.