



Payroll Portal Information

Morgan School District employees can access their payroll information online through the employee payroll portal. Monthly earning statements and W2's will not be mailed to employees.

The payroll portal allows employees to:

*** View & print earning statements**

***View & print W2's**

***View leave balances**

You will be able to request changes to your address, phone number and health savings account deductions through the payroll portal. There will also be a link to the Utah Retirement System and pdf copies of forms to change health savings account contributions, W4's and direct deposit.

The payroll portal web address is: <https://portals.nucenter.org/MSDESP/Login.aspx>

How to create an employee service portal account

You will need your employee #, first & last name, birthdate, last 4 numbers of your social security # and zip code to create an account.

1. Click on create account
2. Enter personal information
3. Enter username & password. Your password must be at least 8 characters long and include a letter, number and special character.
4. Enter personal questions & answers. The personal questions and answers will be used if you click on "forget password". You will have to enter the exact questions and answers to get a password reset link.
5. **Print screen this page before you click on submit.**
6. Check your email for an activation link for your payroll portal account. The link is good for 48 hours.

Please call Lara Bartol at the district office - 801-829-3411 with any questions or problems.