





How to access, review, and e-sign your contract/salary statement in KeyNet.

STEP	INSTRUCTIONS															
<p>Step 1</p> 	<ul style="list-style-type: none"> • Log into the KeyNet Portal • If you have difficulty with logging into the KeyNet Portal, you may reset your password or you can contact the Payroll Department for assistance. 															
<p>Step 2</p> 	<ul style="list-style-type: none"> • After you login to the KeyNet Portal, you will see a 'pop-up' window that indicates that you have an unsigned document. • Click on the button that states, "Click to go to My Documents." 															
<p>Step 3</p>  <table border="1"> <thead> <tr> <th>DATE ADDED</th> <th>TYPE</th> <th>DESCRIPTION</th> <th>FILE NAME</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>3/19/2020</td> <td>Salary Statements</td> <td></td> <td>SalaryStatement_20202310.pdf</td> <td>Click to Sign</td> </tr> <tr> <td>11/11/2019</td> <td>Total Compensation Statements</td> <td>Statements for 1891</td> <td>CompStatement_1054.pdf</td> <td></td> </tr> </tbody> </table>	DATE ADDED	TYPE	DESCRIPTION	FILE NAME	SIGNATURE	3/19/2020	Salary Statements		SalaryStatement_20202310.pdf	Click to Sign	11/11/2019	Total Compensation Statements	Statements for 1891	CompStatement_1054.pdf		<ul style="list-style-type: none"> • Click on the button that states, "Click to Sign."
DATE ADDED	TYPE	DESCRIPTION	FILE NAME	SIGNATURE												
3/19/2020	Salary Statements		SalaryStatement_20202310.pdf	Click to Sign												
11/11/2019	Total Compensation Statements	Statements for 1891	CompStatement_1054.pdf													
<p>Step 4</p> 	<ul style="list-style-type: none"> • You will then enter a screen that provides a view of your contract or salary statement. Scroll down and review it for accuracy. 															

Step 5

Please review the document above. When done, fill out the form below to electronically sign your approval.

I confirm that I've read and understood the terms and conditions in my Salary Statements document.

Signature: Date: 5/19/2020

Submit eSignature

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- Scroll to the bottom of the screen.
- Click the check box to confirm that you have reviewed the document.
- Click in the signature box and type your signature as you would normally sign.
- Click the button that states, "Submit eSignature."

Step 6

PITTSYLVANIA COUNTY SCHOOL BOARD

Home **My Information** Sign Off

THANK YOU!

BACK TO ATTACHMENTS

You have electronically signed your Salary Statements document. Return to your Attachments to view the signed document.

- Congratulations! You have successfully signed your contract.

Step 7

PITTSYLVANIA COUNTY SCHOOL BOARD

Home **My Information** Sign Off

PERSONAL DATA
PAYROLL
TIME & ATTENDANCE
MY DOCUMENTS
VENDOR PROFILE

USEFUL RESOURCES
District Homepages
CAP
School Calendar
Sick Leave Policy

- You may review, print, or save your contract and/or salary statement any time by accessing the "My Information" tab and clicking on "My Documents"

Step 8

PITTSYLVANIA COUNTY SCHOOL BOARD

Home **My Information** Sign Off

ATTACHMENTS

ADD ATTACHMENT

2 Attachments

DATE ADDED	TYPE	DESCRIPTION	FILE NAME	SIGNATURE?
5/19/2020	Salary Statements		SalaryStatement_2100430.pdf	Signed
11/11/2019	Total Compensation Statements# 1891		CompStatement_1054.pdf	

- Click on the Document in the picture to the left and you can access the document

Questions?

- If you have questions about your contract/salary statement, contact Lisa Parker (extension 5006).
- If you have questions about using KeyNet, contact the Payroll Department and ask to speak with either Robin Yeatts (extension 5016) or Dawn Perkins (ext. 5025)