

## Purchase Line School District Employee Web Portal

The Employee Web Portal gives you personal access to the following information:

- Paycheck Records – Retrieve copies of your current paycheck as well as prior years to view or print when needed.
- Payroll Deductions – 403(b) contributions, FSA, HSA, etc.
- Insurance Benefits
- Sick, Personal, and/or Vacation Days – Access records to view how many days are available and when days were taken.
- Act 48 Credits
- Employee Demographics – View your personal information on file with the District to verify everything is up-to-date and accurate.

**All data is secure, only you can access your information.**

### **Directions to log in to the Employee Web Portal:**

- Go to <https://prosoftweb.plsd.k12.pa.us/prosoftweb/login.aspx>
- User ID: Enter the first initial of your last name and the last four (4) digits of your Social Security Number
- User Password: Enter the password you have already established. If you have not accessed the web portal in the past, enter your last name without capital letters, hyphens, apostrophes, or any other non-alpha characters. You will then be asked to create your own password for future use.
- You can now select the tab for the area of information that you would like to access.
- If you cannot log-in, contact the Business Office for assistance at 724-254-4312, Ext. 4025