

BARTON COMMUNITY COLLEGE

ACCESS EMPLOYEE AND PERSONAL INFORMATION ONLINE!

(Not accessible until after the new employee orientation process has been completed with Human Resources.)

Go to bartonccc.edu.



MyBarton Portal
Search

- Click on MyBarton Portal.

Welcome to the MyBarton Portal

Announcements

MYBARTON PORTAL
LOGIN

- Click on MYBARTON PORTAL LOGIN.

Sign in to your account

Username

Password

Sign In

- - Enter your Barton employee email address as your username.
 - Enter the password that you use to login to your Barton computer or email every day.
 - e.g. Jane Smith
 - smithj@bartonccc.edu
 - yourbartonpassword
 - You do not need to reset your password; however, after logging in for the first time, please locate the **Security Card** and set up **NEW** security questions.
 - In the future, use this method for password resets.

If you are **having problems logging in**, please e-mail your name, 9-digit Barton ID, and your date of birth to [Human Resources](#).

- Click on the **PAWS - Employees** card to view your Personal Information. Updates can be made in this card.
 - View Address(es) and Phone(s)
 - View E-mail Address(es)
 - View Emergency Contacts
 - Update Emergency Contacts
 - Name Change Information
 - Social Security Number Change Information
- Updates can also be made by clicking on the **Self-Service – Employees** Card.

Employee Information - Please note that you will not be able to access this information until after you receive your first pay check.

Clicking on "Employee" will enable you to select one the following options:

- Benefits and Deductions - View your retirement plans, health insurance information, miscellaneous deductions (taxes and other benefits/deductions).
- Pay Information - View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- Tax Forms - View W-4 information and Federal tax deductions; View your W-2 or 1095 Forms; Obtain new W-4 and/or K-4 Forms.
- Current and Past Jobs - View information regarding your current and past jobs.
- Leave Balances – View information regarding available leave balances.
- Contact BCC's Office of Human Resources
- Hourly Time Sheet and Salaried Leave Reporting
- Faculty Load and Compensation

If you have any questions, please contact the Office of Human Resources at (800) 748-7594 or (620) 792-9206, (620)792-9275, or (620)792-9313.

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