ACCESS EMPLOYEE AND PERSONAL INFORMATION ONLINE!

Go to mybarton.bartoncougars.org.

Log in using your Barton ID. If you don’t know your Barton ID, click on “Lookup ID” where you will enter your last name, first name, and the last 4 digits of your social security number and then click on “Lookup User ID”.

Log in using your Password. If this is your first time to access mybarton.bartoncougars.org, your password will be your six digit birthdate (E.g., January 28, 2005 will be entered as 012805). You will then be required to answer two security questions. These questions will help you in the future should you forget your password. If you’ve forgotten your password, click on “Forgot password” and then follow the instructions. If you have any questions, or are unable to log-in, please e-mail My Barton Help for assistance.

Personal Information
Clicking on “Personal Information” tab will enable you to select one of the following options:

- Change PIN
- Change Security Question
- 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
- Pay Online
- NBS Payment Plan

*Employee Information
*Please note that you will not be able to access this tab until after you receive your first pay check.
Clicking on “Employee” tab 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
- Employee Directory
- Pay Online – Safe and secure, pay your bill online using your credit card, debit card, or check.
- Hourly Time Sheet and Salaried Leave Reporting

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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