Dear Navarro County Employee,

Welcome. We have a new feature on our payroll system that allows you to view your pay stubs on-line. To do this, we need a valid email address from you. Please complete the form below and return to the County Treasurer Office. Once, it is received we will issue you a temporary password via your email for you to log on to change your password.

_____   _____
Employee Name   Department

_____   _____
Employee Email Address: Phone Number

_____   _____
Employee Signature   Date

Now that you have received your temporary password please follow the instruction below:

Access the County website at www.co.navarro.tx.us

Click on "County Offices" tab; then onto "County Treasurer" tab; you will see two links, click on the one that is "Payroll".

Next enter your **email address and the temporary password, which you received from the County Treasurer. _DO NOT_** click the "Log In" Box at this point. Go directly to the left of your screen and click on "Change Password". It must begin with a letter, and must be a minimum of 6 and no more than 10 characters long. Save it, and then Save the web page to your favorites as a bookmark. After you saved the bookmark, close the tab. Click on Favorites again, find the bookmark you just saved, and then enter your email address and your password again.   NOW you can click the "Log In" Box.

As a reminder, there is no way to log off or log out so be sure to close that web page down when you're finished.

Here are some great advantages for doing this:

1. You can view and print your pay stubs at work or at home.
2. You will be able to view your net take home pay before it shows up in your bank account.
3. If you're applying for a mortgage or any other type of loan, you will be able to print any required number of previous pay stubs required at your convenience. Using the Transparency link.
4. Best of all you'll never have to worry about losing or misplacing it.

If you need assistance, or have any questions, please call Jane McCollum at x3090.