



**Carol Stump**  
*Business Office Manager*

**Hickman Mills C-1 School District**  
**ADMINISTRATION CENTER**

9000 Old Santa Fe Road • Kansas City, Mo 64138

Telephone: (816) 316-7000 • Fax: (816)316-7020

---

The Hickman Mills C-1 School District utilizes a paperless payroll system and the HR Portal is your access to all pay and leave information. Your current pay, as well as pay history for the current fiscal year will be available to you at all times from any district computer with network connection or from offsite.

The HR Portal allows you to verify your benefits and deductions are correct, as well as your leave information. At the present time, you may not request leave or submit W-4 (taxation) changes from the portal and should go through the current process. It is each employee's responsibility to check your HR Portal pay information on a regular basis to ensure that all data has been reported correctly and to contact the payroll department immediately for inquiries:

Non-certified Payroll Specialist:	Chip DeMoss extension 7019
Certified Payroll Specialist:	Mark Walters extension 8243

**The Hickman Mills HR Portal is available on the Hickman Mills Web Page (left hand side, middle of page) and offsite at: [portal.hickmanmills.org](http://portal.hickmanmills.org).**

The first web page you will see is the VPN Secure sign-on page. Sign-on with your normal District network user ID and password. Your next page will be the HR Portal sign-in page. Use your HR Portal log in and password to gain access to your pay information. (Note: You will be required to log in the first time using your employee ID for both your user name and password. You are encouraged to change your password and/or log in to whatever you wish for security.)

If you have any question regarding the HR Portal please contact your payroll specialist as indicated above.