

Dear valued support staff member:

The Rolla School District appreciates you and the work that you do in support of educating all children. We are always working to become more efficient in our processes and procedures. Your employment notifications are housed in the Keynet Employee Portal. The Portal will allow you to view your job assignment and salary information. You will no longer receive a paper job assignment.

Click here to access the [KEYNET EMPLOYEE PORTAL](#)

1. Sign in using your employee login information. This should be same information you use to log in to any district computer.

Once you are logged in:

1. Click on <My Information>
2. In the drop down menu, click on <Payroll>
3. In the drop down menu, click on <Job Assignments>
4. Click on <2021>

Please review your information as it is presented.

1. If you believe all of your information is correct, there is no action required of you.
2. If you have questions about the information, or have difficulty accessing it, please contact Tassy McCauley in payroll tmccauley@rolla31.org 573-458-0100

If you do not intend to return for the upcoming school year, please notify your supervisor immediately.

Again, thank you for all that you do for the school district, and we look forward to continuing to work together for the betterment of our school and community.

Sincerely,

Kyle W. Dare, Ed.D.

Deputy Superintendent