Employee Login and Auditor’s Office Contact Information

- Secure Staff Website (County Employee and Benefit Information)
  - [https://staff.cassiacounty.org/](https://staff.cassiacounty.org/)
  - Username is your Cassia County email address if you have one or your personal email address otherwise
  - Select “Lost password?” if you have forgotten yours and need that reset. Enter the email address associated with the Secure Staff Website.
  - Follow the password policy requirements when re-setting your password.
  - Most personnel, benefits, and employee procedure questions are answered there.

- CAI Web Employee Portal (County Timecard and Financial Information)
  - [https://portal.cassiacounty.org](https://portal.cassiacounty.org)
  - User ID is generally the first initial of your first name followed by your last name (all in capital letters) unless assigned otherwise.
  - Enter your User ID and select “Forgot your password?” if you have forgotten yours and need that reset.
  - Your temporary password will be emailed to you. You will be required to change that password.
  - Follow the password policy requirements when re-setting your password.

- To facilitate timely response to inquiries, please direct all emails to the Cassia County Auditor’s Office as follows:

  Human Resources <mailto:HR@cassiacounty.org>
  - For all issues related to payroll, benefits, accruals, withholding updates, employee portal issues, and Change of Status requests

  Payables <mailto:Payables@cassiacounty.org>
  - All Cassia County-related expenditures

  Tax Levy <mailto:TaxLevy@cassiacounty.org>
  - All taxing district inquiries, levy matters, and L-2 matters

  County Auditors <mailto:CassiaAuditors@cassiacounty.org>
  - All other general correspondence

  BoCC Agenda Time Request <mailto:agendarequest@cassiacounty.org>
  - All requests to be included on the agenda for Board of County Commissioner Meeting
  - Instructions, guidelines, and dates of scheduled Board of County Commissioner meetings can be found here: [https://www.cassiacounty.org/commissioners-agenda](https://www.cassiacounty.org/commissioners-agenda)