Save money, time and paper!
Convenience: anytime, anywhere.
Access all your important HR and payroll information.
On any device: computer, tablet, smartphone.
Secure with strong password and two-factor authentication.
Employee Online Portal

Dashboard

Notice
Welcome to Employee Online Portal! REMINDER: The district office will be closed the week of spring break, April 15-19.

Alerts
- Your Compensation document was sent on 01/02/2019 and requires your action.
- Employment Notification document was sent on 03/12/2019 and requires your action.
- Acceptable Use Policy document was sent on 03/31/2019 and requires your action.
- Your Clinical or Rehabilitative Services Credential will be expiring on 06/01/2019
- Your BrailleTrans expired on 03/31/2019
- Your First Aid expired on 03/31/2019
- 03/20/2019 Pay Check now available
- 2018 W-2 now available
- 2018 1095 now available

Sick
30.5 Days
Employee Online Portal
Employee Online Portal

My Payroll

Payroll History

Last Pay Period
Pay Period: 03/01/19 - 03/31/19
Pay Date: 03/29/19
Federal Tax: $ (2)
State Tax: $ (1)

Earnings: $8,154.67

Net Pay
$3,841.35

Taxes
$789.50
Pre-Tax Deductions
$3,363.33
Misc. Deductions
$160.49

Recent Paychecks

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Gross Pay</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/29/19</td>
<td>$8,154.67</td>
<td>$3,841.35</td>
</tr>
<tr>
<td>02/28/19</td>
<td>$8,154.67</td>
<td>$3,841.35</td>
</tr>
</tbody>
</table>
Employee Online Portal
Employee Online Portal

My Information

Joseph A. Jones
Preferred Name: Joe
Hire Date: 07/05/1998

Employee Number
1248

Phone Numbers
Home: (444) 555-6666
Mobile: (555) 666-7777

Emails
Work: JJones@district.edu

Employee Directory
No Information

Home Address
123 Elm Street
Roseville, CA 95661

Mailing Address
123 Elm Street
Roseville, CA 95661

Spouse
Jolene

Emergency Contact
Friend: Dean
(916) 845-8745

Doctor
Dr. Spock
Employee Online Portal
Employee Online Portal

- My Information

**Dashboard**
- My Payroll
- My Benefits
- Documents

**Requirements**
- Driver License
  - Number: Not on file
  - Expires: Not on file
- Auto Insurance
  - Expires: Not on file
- First Aid
  - Expires: 03/31/2019
- CPR
  - Expires: 03/31/2020
- Concussion Training
  - Expires: 04/01/2020
- Coach Training
  - Expires: 04/01/2020
- SCA Training
  - Expires: 04/01/2020
- Medical
  - TB Expires: 04/30/2020
  - Hep B Completed: Not on file
  - Hep B Waived: Not on file
  - Influenza Completed: 11/15/2018
  - Measles Completed: Not on file
  - Pertussis Immunization Completion Date: Not on file

* * indicates required for your position
Employee Online Portal

My Benefits

Leave Balances Summary

Sick Days

School Year to Date

Beg Balance: 28.5
Accrued: 10
Pending: 0
Used: 8

Available: 30.5

Personal Necessity 7

End Balance: 30.5
Employee Online Portal

My Benefits
Employee Online Portal

Dashboard
- My Payroll
- My Information
- My Benefits
- Documents

Leave Balances and Activity

Health and Welfare

Dependents

Joey Jones
- Relation: Child
- Med Coverage: Yes
- Age: 11

Jolene Jones
- Relation: Spouse
- Med Coverage: No
- DOB: 09/21/1973
- Age: 45

Current Health and Welfare Benefits

Kaiser HMO Cert
- From: 07/01/2018
- Through: Current
- Level: Employee + children
- My Share: $401.73
- District Share: $803.67

Dental Cert
- From: 07/01/2007
- Through: Current
- Level: Employee + family
- My Share: $125.75
- District Share: $0.00
Employee Online Portal

Attachable Reports

- Benefit40 – Open Enrollment Letter/Export
- Cred05 – Notice of Expiring Credentials
- Employee10 – Employment Notification Letter
- Employee11 – Compensation Letter
- Employee13 – TB Expiration Letters
- Employee15 – First Aid Expiration Letters
- Employee16 – CPR Expiration Letters
- Employee18 – Driver License Expiration Letters
- Employee81 – Employment Verification
- Employee99 – Employee Snapshot
- Leave01 – Leave Transactions
Employee Online Portal

Dashboard

Notice
Welcome to Employee Online Portal! REMINDER: The district office will be closed the week of spring break, April 15-19.

Alerts
1. Acceptable Use Policy document was sent on 03/07/2019 and requires your action.
2. Employment Notification document was sent on 03/07/2019 and requires your action.
3. Your First Aid expired on 03/31/2019
4. 03/29/2019 Pay Check now available
5. 2018 W-2 now available
6. 2018 1095 now available

Pay Dates
April 2019

Last Paycheck

Sick
1967.5
Hours

Vacation
200
Hours
Employee Online Portal

My Team

- Allison, Kelly K
  - Certificated
  - Management/Principal
  - City Office
  - (777) 888-9999
  - kallison@district.edu

- Crelly, Ken P
  - Certificated
  - Management/Principal
  - City Office
  - (777) 888-9999
  - kcrelly@district.edu

- Darr, Sarah J
  - Certificated
  - Management/Asst Supt
  - Fuller HS
  - (777) 888-9999
  - sdarr@district.edu
Employee Online Portal

Dashboard
Employees can view district messages, alerts, leave balances, last paycheck and upcoming pay dates all in one page.

My Payroll
Employees have access to their current and past paychecks, W-2s and 1095 statements. They can perform what ifs with a payroll calculator and update their W-4 and DE4 information.

My Information
Employees can review their demographic information, assignments, credentials, education records and requirements.

My Benefits
Employees can view their leave balances, leave activity, and health & welfare records.

My Team
Supervisors can view a list of their team members, current vacancies, upcoming evaluations, upcoming leaves and team member profiles.

Documents
HR & Payroll departments can send electronic documents to employees through the Employee Online Portal and responses are tracked.
Employee Online Portal