

# Employee Portal User Quick Reference Guide

This guide is meant to be used as a quick reference for the main steps required for users to log in to and use the features of the Employee Portal. Before starting, you must have your login and initial password.

## Log in to the Employee Portal

1. Click on the Employee Portal link available on the district web site.
2. Enter the assigned login and password. Upon first log in, your **MY ACCOUNT** screen will display.

You only need to complete steps 3-5 the first time you log in, unless you choose to make additional changes.

3. Enter a new password and enter/change your e-mail address.
4. Create a password question and answer to use in the event that you forget your password.
5. **SAVE** the changes.
6. The **MESSAGE CENTER** and **EMPLOYEE** tab will display.

## Message Center Tab

By default, the **MESSAGE CENTER** displays available messages loaded by your district. These messages consist of text and can include attachments or a link to a valid URL. Initially, the first 50 characters of each message display in the grid. Click a message link to display the full message.

## Other Sites Tab

This tab contains links for various commonly requested forms. Follow the instructions provided to makes applicable changes.

## Employee Tab

1. Click the **EMPLOYEE** tab to display all available employee options.
2. Select each option to access that online feature.

## Pay History

1. By default, the current year displays in the **Year** field. As needed, select a different year from the drop down list box. All direct deposits display.
2. Click the desired **Check Number**. The stub for that date will display.
3. Review the check stub. You can use your browser's print feature to print the check stub.

## Absences

1. Click the **ABSENCE** tab to display your absence types with current balance information.
2. To view the history detail for one absence type, click the **Absence Code** link. The absence information displays for review.
3. To view or generate a report for once absence type, select the **Absence** and then click the **Print** button. To review all history in date order, select the **Review All** button. Then, click the **Print** button to print the report.

## Personnel

The **View** link displays all available information.

1. To request a change, click on **Request Change**.
2. Enter information or select from available options and then click the **Submit** button.

## Pay Calculator

Default information displays. If adjustments to wages, taxes, or voluntary deductions are desired to preview a Net Pay calculation, enter the new information and **Submit** the request.

Select **Calculate**. Select **Report** to print a copy. To request a change, click **Request Change**, **Submit**.

## Frequently Asked Questions

### **When will the current paystub be available to view?**

Paystubs will be available on the Employee Portal the same day that you are paid. A history of paystubs will be available based on how many years of history I keep in the payroll software. Currently, the earliest pay stub available is October 9, 2009.

### **When and where can I access my account?**

You can access your account wherever you have an internet connection. The link to the Employee Portal is on the District's website under Employee Resources. The Employee Portal is available 24/7.

### **I forgot my password. What can I do?**

Click on the "Forgot Password" link on the log in page. You will then be prompted to enter your Log In. After that, you will need to answer your challenge question correctly. If you successfully complete those tasks, your password will be emailed directly to you.

### **I locked my account by entering an incorrect password too many times. How can I unlock my account?**

Three incorrect password attempts will lock your account. If you don't enter your password correctly after two guesses, I would suggest clicking on the "Forgot Password" link to have your password emailed to you. If your account does get locked, email Jamie Mowrey ([jmowrey@swasd.org](mailto:jmowrey@swasd.org)) to have it reset.