Business Services/Technology are pleased to provide Employee Online access for our staff.   This option allows you to view check stubs, opt out of paper checks, check current insurance enrollments, change direct deposit and much more. If you need help accessing the Employee Online, please contact Technology Help Desk, 1000. If you have questions about the data displayed please contact the business office, 1029.

Link to Employee Online
https://emponline.psdr3.org/businessplus/employeeonline

To Sign Into Employee Online
LDAP Connection User: This is your username for signing on to a district computer
Password: This is the password you would use for signing on to a district computer

Important Sections of the Employee Online Menu

Payroll Information

Check Stub: Clicking a check number in this window will display your check stub for that pay period. You may also use the check box at the top of this window to opt-out of receiving paper check stubs. Be sure to click the "Save Disk" image at the top right after making any changes.

Leave Tracking: This screen displays your current leave bank balances. To display leave, select the number of years of history you would like to display, then expand the section for the type of leave you would like to display. *This is only used currently for hourly and salaried support staff. Teacher leave balances are not part of this module.*

Direct Deposit: Displays the accounts to which we submit your payments. Clicking "Add" at the bottom of this window will allow you to input additional accounts. Be sure to click the "Save Disk" image at the top right after making any changes. *A direct deposit form and voided check are no longer needed by the business office as staff will update their own information. If you prefer you may still complete the form with a voided check and send to business office.*

Deferred Compensation: Displays your current amount for a 403(b) or 457(b) program. You may change the amount of your deduction.   You must have a current Valic deduction to make this change. Be sure to click the "Save Disk" image at the top right after making any changes.

Tax Withholdings: View or modify your tax information on file with the district. Be sure to click the "Save Disk" image at the top right after making any changes. *Making changes in withholdings and exemptions can be done electronically and a W4 will not be required. If you prefer you may still complete a W4 and send to business office.*

Tax Forms: Tax forms, if not distributed physically, can be displayed by selecting W-2 or 1095-C. Forms are not displayed for years in which they were physically distributed. You may opt-out of receiving a paper tax form through these screens.

Personal Information

Personal Information: Displays your current human resource data. Your home address and personal phone numbers may be modified on this screen. Be sure to click the "Save Disk" image at the top right after making any changes. This will alert the Business Office to change your address on your benefits information

Emergency Contact: Displays your current Emergency Contacts. This screen is prepopulated with a contact called Alerts. This is the number we use to contact you with district alerts (like bad weather days). Please keep at least one District Alerts contact on file. Clicking "+" at the bottom of this window will allow you to input additional contacts.   Be sure to click the "Save Disk" image at the top right after making any changes.

Job Information: Displays your current and historical position data.

Benefits

Benefits are read only / no changes. Covered individuals are not individually listed, but can be determined by the title of the benefit