

Employee Online Guide

Link to Employee Online

<https://bplus.psd3.org/ifas7/EmpOnline/eoframe.aspx>

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 Employee Online

Home Address: Displays your current home address and phone number. Clicking “Edit” at the bottom of this window will allow you to update your address or phone number, and will alert the Business Office to change this address on your benefits information. Be sure to click “Save” at the bottom of the window after making any changes. *A change of status form is no longer needed for this action.*

Emergency Info: Displays your current Emergency Contacts. This screen is prepopulated with a contact called District Alerts. This is the number we currently use to contact you with district alerts (like bad weather days). Clicking “Add” at the bottom of this window will allow you to input additional contacts. Be sure to click “Save” at the bottom of the window after making any changes.

Leave Tracking: This screen can display your current leave bank balances. To display leave, Use the “Leave Type” dropdown to choose which leave to display, select the number of years of history you would like to display, then select submit. *This is only used currently for hourly and salaried support staff. Teacher leave balances as not part of this module.*

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.

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 “Save” at the bottom of the window 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.*

Check Stubs: Clicking a check date in this window will display your check stub for that pay period.

Tax Info: Displays your tax information on file with the district. Clicking “Edit” at the bottom of this window will allow you to update your filing status, exemptions, or withholdings. Be sure to click “Save” at the bottom of the window 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.*

What If: This is an estimation tool that will project what to expect on your next check if your tax information is changed.

W2 Info: Displays the last W2 uploaded to Employee Online. (Please note that 2016 W2s were printed physically rather than uploaded to Employee Online)

Insurance: Displays your current insurance benefits. Benefits is a read only screen and no changes may be made there. This is a valuable tool to see what current choices are.

Reimbursement: Displays your current Section 125 Plans. This is a read only screen and no changes may be made there. This screen allows you to see what current choices are.

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Retirement: Displays your current retirement benefits. PSRS or PEERS.

Dependent Coverages: Displays your covered dependents. No changes may be made on this screen.