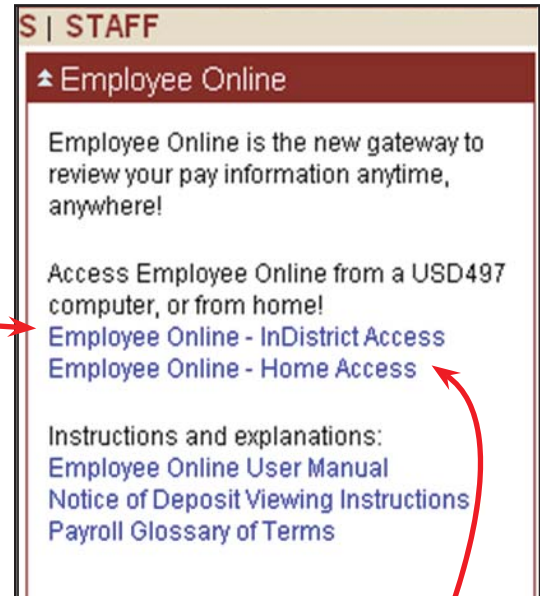


## EMPLOYEE ONLINE USER MANUAL

Employee Online is a web-based system that gives you, the employee, easy access to your personnel and payroll records. USD 497 may grant permission to you to modify some of the records. The interactive nature of Employee Online enables end users to have better access to, and greater input into, their employment records.

### LOG IN TO EMPLOYEE ONLINE

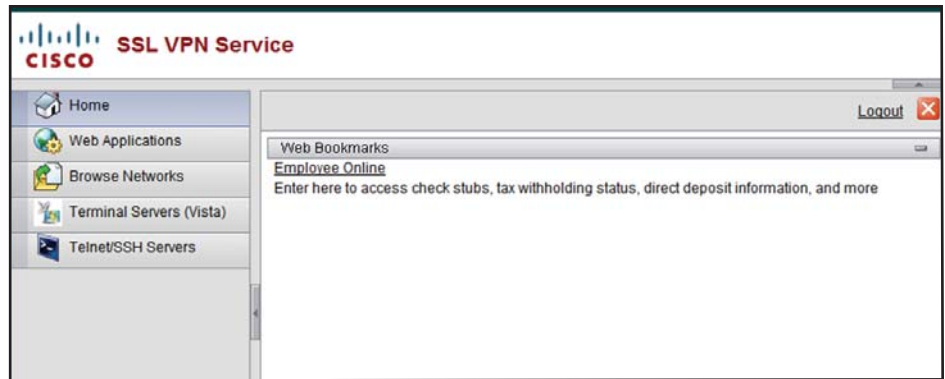
1. To access Employee Online, go to the Lawrence Public Schools website at [www.usd497.org](http://www.usd497.org).
2. Click on **STAFF**, then scroll to the **Employee Online** box on the right side of the screen.
3. If you are logging in from within the district, use the **Employee Online - InDistrict Access** link.
4. You will be prompted with the **Connect to ifas** login screen shown below.
5. Use the same login as you use for your District computer login.
6. Enter your password.
7. Click on **Login**.



8. If you are logging in from home, use the **Employee Online - Home Access** link.
9. Use the same username and password that you use for your District computer login.

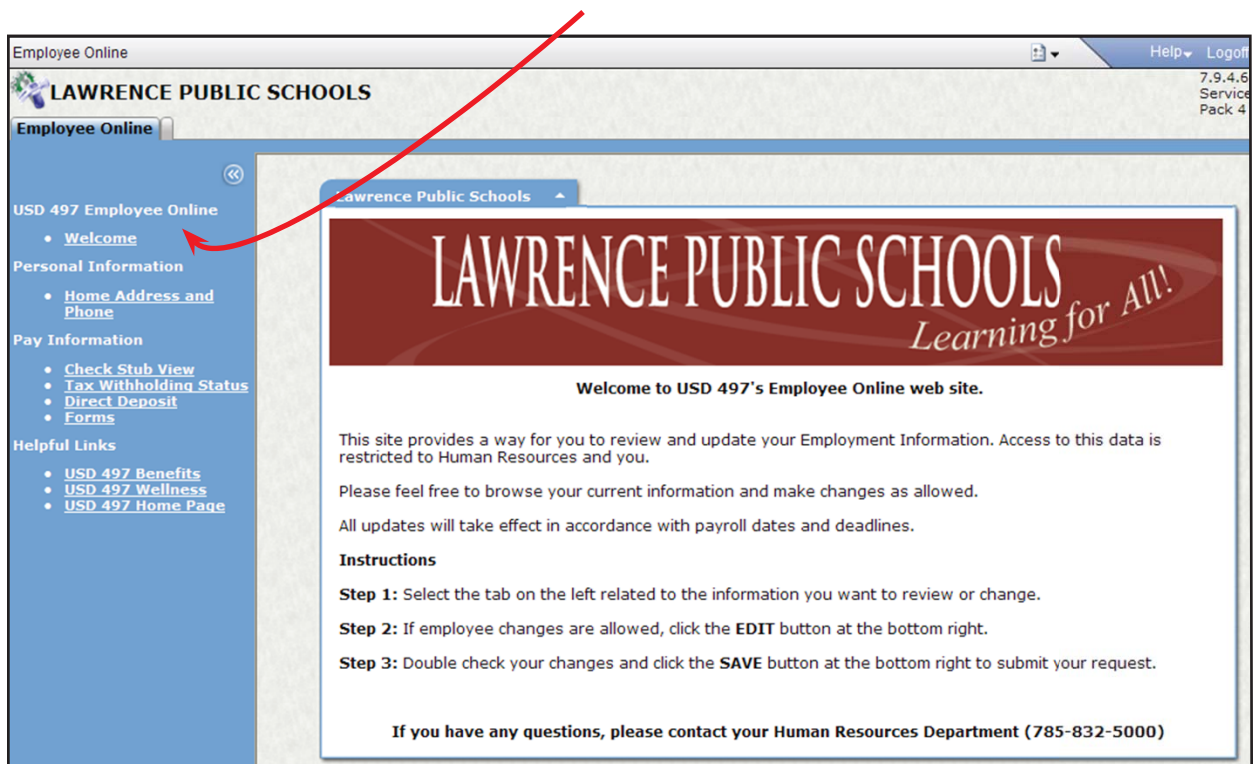
- a. On your first time logging in from home, you will also be asked if you wish to allow information to pass through the firewall. Select **YES**, then proceed as below.

10. Click on the Employee Online bookmark.
11. You are now logged into to your personnel and payroll records.  
**The data is secure to you, Human Resources, and Payroll.**



## EMPLOYEE ONLINE HOME PAGE

12. **Welcome to Employee Online** – This is the page that you will see at log in. At any time, to get back here, all you have to do is select the **Welcome** link.



13. The Welcome Page will display a welcome message as well as instructions on how to utilize Employee Online.
14. The left side is the Menu which allows you to navigate through your records.
15. Each bullet item is a link that will take you to a page with more information or to the appropriate form.
16. You will notice that when you select any of the links, your name will be at the top of the screen.

**EMPLOYEE PERSONAL INFORMATION**

17. The **Home Address and Phone** screen allows you to update your home address and phone numbers if needed. Changes you make on this screen will be forwarded to the Human Resources and Payroll departments.
  - a. When you first select this screen, all data will be gray, which means it is “READ ONLY.”



**Employee Personal Information**
IMMA B TEST
 Help

**Name**

Employee Name:

**Address**

Address Line 1:

Address Line 2:

City:  State:

Zip:  -

Email:

Privacy Level:

**Phones**

Phone Number:

Phone Number:

Phone Number:

Phone Number:

Phone Number:

Phone Number:

**Misc**

Date of Birth:


Hire Date:

**Name changes require a new SSN card to be submitted to the Human Resources Department.**

Edit

- b. When you click **EDIT** in the lower right-hand corner of the screen, the areas you can update will change to black text.
- c. Make the needed changes.

**Employee Information Update**
**IMMA B TEST**


**Name**

Employee Name:

**Address**

Address Line 1:

Address Line 2:

City:  State:

Zip:  -

Email:

Privacy Level:

**Phones**

Phone Number:

Phone Number:

Phone Number:

Phone Number:

Phone Number:

Phone Number:


**Misc**

Date of Birth:

Hire Date:

Name changes require a new SSN card to be submitted to the Human Resources Department.

 Back

 Save

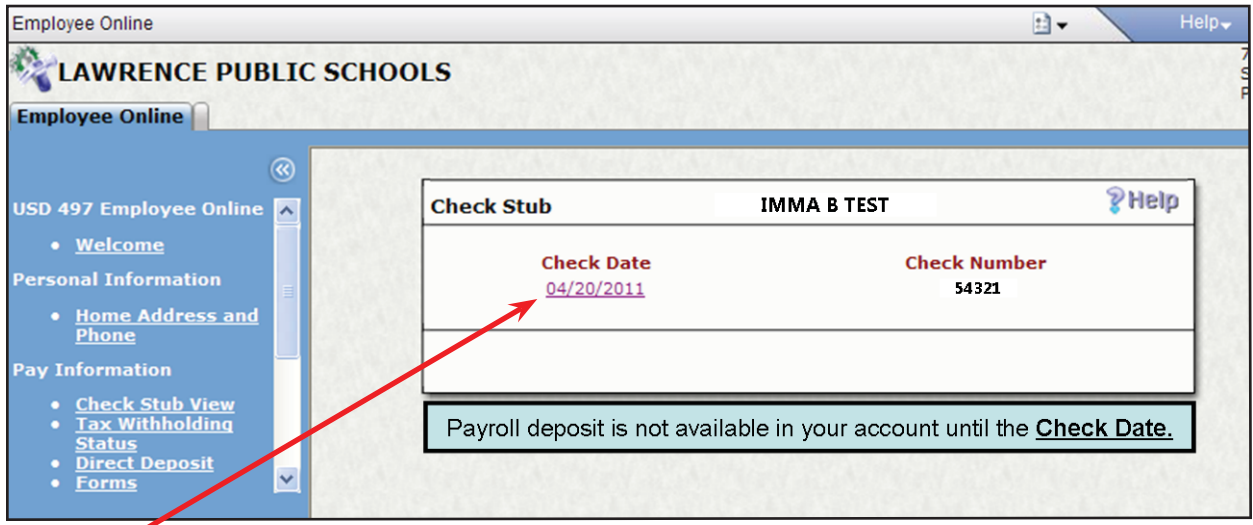
- d. Once you have completed the changes, click **SAVE** in the lower right-hand corner of the screen.
- e. If you decide not to make any changes to this information, click the **BACK** icon.
- f. **No changes are saved until you click SAVE** in the lower right-hand corner of the screen.
- g. Review the screen to verify any changes.

**PAYROLL INFORMATION**

**Pay Information**

- [Check Stub View](#)
- [Tax Withholding Status](#)
- [Direct Deposit](#)
- [Forms](#)

18. **Check Stub View** — Displays the information that would be shown on a printed check stub or notice of deposit form.



19. The date that is listed in the **Check Date** column is the date on which funds will be available in your bank account through direct deposit.
20. Click on the Check Date to display the information for that payroll.

EARNINGS				TAXES				PRE-TAX ITEMS			
Description	Hours	Rate	Current Earnings	Y-T-D Amount	Description	Current Amount	Y-T-D Amount	Description	Current Amount	Y-T-D Amount	
TCHR ESL			4,560.83	18,839.01	FICA	191.76	795.64	KPERS 4%	182.43	755.82	
					MEDICARE	66.20	274.66				
					FIT	672.05	2,808.20				
					SIT	226.89	907.56				
<b>TOTAL EARNINGS:</b>			4,560.83	18,839.01	<b>TOTAL:</b>	1,156.90	4,786.06	<b>TOTAL:</b>	182.43	755.82	
BANKING INFORMATION				EMPLOYER PAID BENEFITS				AFTER-TAX DEDUCTIONS			
MY BANK NAME			50.00	50.00	FICA	283.07	1,174.51	KNEA	49.45	197.80	
MY BANK NAME			3,119.32	13,095.08	MEDICARE	66.20	274.66	LEA	2.73	10.92	
					WORKCOMP	26.91	26.91				
					UNEMPLOY	8.77	8.77				
					MEDPT CE	357.63	1,430.52				
					DNTL CE	19.67	78.68				
					VSNPT CE	0.86	3.44				
					403B CE	60.00	60.00				
					Taxable						
					KPER GTL	4.81	48.01				
<b>TOTAL:</b>					<b>TOTAL:</b>	827.92	3,105.50	<b>TOTAL:</b>	52.18	208.72	
									<b>Net Pay</b>	3,169.32	
LEAVE RECORDS											
Accrual Description	Beginning Balance	Earned	Used	Ending Balance							
SICK LEAVE BALANCE	298.25	0.00	8.00	290.25							
<b>Message:</b>											

- a. Notice that Employer Paid Benefits are displayed, along with your payment information and deductions.

Check Stub					IMMA B TEST					Help																																																																																																																																																																			
<b>Unified School District #497</b> Lawrence Public Schools 110 McDonald Drive Lawrence, KS 66044-1063			EFT No. 00054321	EFT Date 04/20/11	Employee Name IMMA B TEST	Status/Exempt S/1	Employee ID 0000009999	State S/1	State Addtnl 0.00																																																																																																																																																																				
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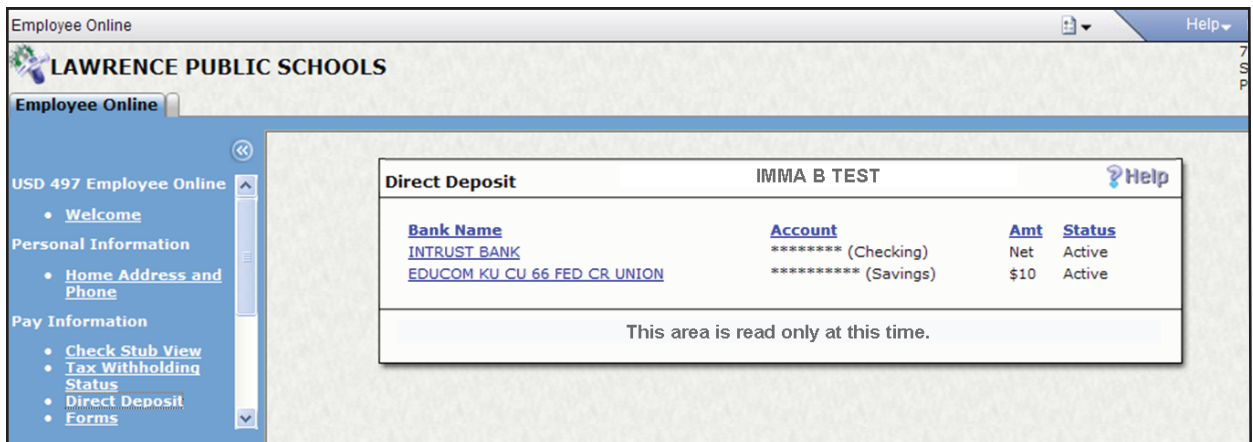
- b. If you have additional assignments, the earnings for each position will be displayed separately on this form.
- c. If you have selected more than one bank account to receive your direct deposit, the information for funds transferred to each account will be displayed.
- d. Your Sick Leave balance is displayed.
- e. If you accrue vacation leave, that information will also be displayed.

21. **Tax Withholding Status** — Shows the information on file for your filing status for Federal and State tax, and whether you have chosen an amount for additional withholding for either of these.

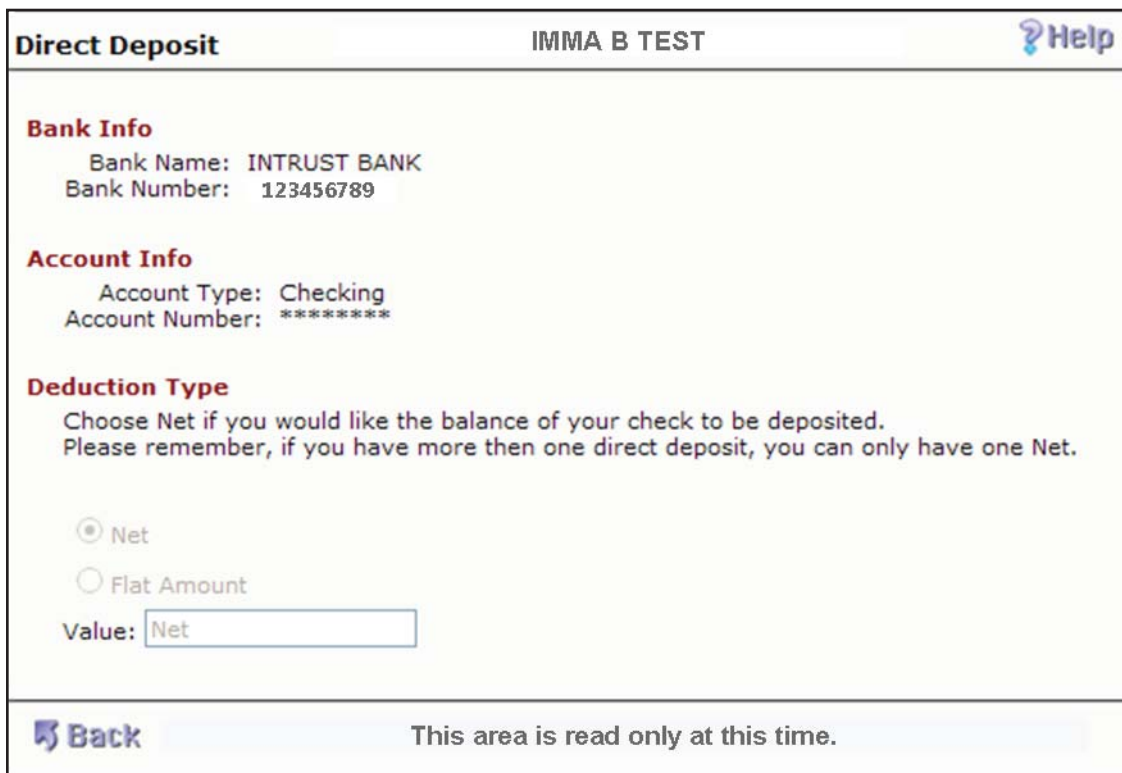
- a. If you need to change your filing status, click on the links on this page, or in the menu under **Forms**, to download the **W-4** form and **K-4** form.
- b. Submit these forms, on paper, to the Payroll department after you have completed and signed them.

Tax Information		IMMA B TEST		Help	
<b>Federal Tax</b>		<b>Record Status:</b> Active			
Filing Status:	<input type="text" value="SINGLE"/>	Exemptions:	<input type="text" value="1"/>	IRS Flag:	
Additional Withholding:	<input type="text" value="\$"/>				
<b>State Tax</b>		<b>Record Status:</b> Active			
Filing Status:	<input type="text" value="SINGLE"/>	Exemptions:	<input type="text" value="1"/>		
Additional Withholding:	<input type="text" value="\$"/>				
<a href="#">CLICK HERE TO DOWNLOAD W-4 FORM</a> <a href="#">CLICK HERE TO DOWNLOAD K-4 FORM</a>					
W-4 AND K-4 CHANGES NEED TO BE SUBMITTED TO PAYROLL.					

22. **Direct Deposit** — Lists your financial institution(s) and indicates whether your paycheck has been deposited to your checking and/or savings account.

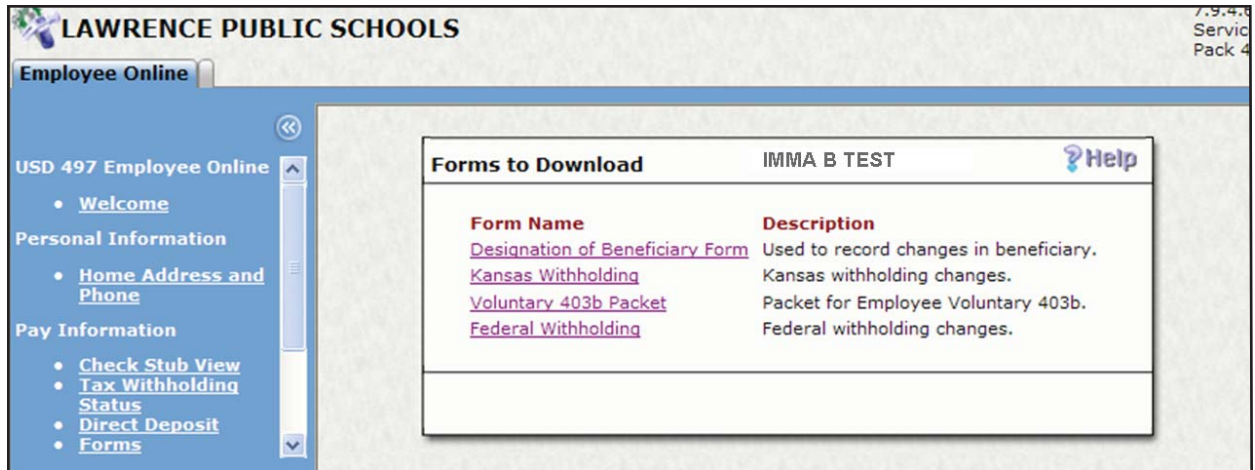


- To view more information about your direct deposit account, click on the name of the financial institution.
- This screen will show you your bank name and number as well as the account type.
- For your security, the bank account number is NOT displayed here – you will see asterisks instead of the number.



- There are no changes to make on this screen, so select the **BACK** icon to get back to the main Direct Deposit screen.

23. **Forms** — Provides a link to several forms you can download, complete, print, and submit to the Payroll department as needed.
- These are “fillable” PDF forms which allow you to type in the information on the computer and then print the completed form. Click the box next to “Highlight fields” to see where you can enter information on the form.



- [Designation of Beneficiary Form](#) – Use this form to record changes in your beneficiary for the Lawrence 403(b) Plan
- [Kansas Withholding](#) – Use Form K-4 to notify the Payroll department of changes in withholding status.
- [Voluntary 403b Packet](#) – Use to enroll in, or make changes to, a voluntary 403(b) retirement plan.
- [Federal Withholding](#) – Use Form W-4 to notify the Payroll department of changes in withholding status.

## **HELPFUL LINKS**

- USD 497 Benefits** — Provides a link to all Lawrence Public Schools benefits information.
- USD 497 Wellness** — Provides a link to the Lawrence Public Schools Worksite Wellness Initiative website.
- USD 497 Home Page** — Provides a link to the Lawrence Public Schools website home page.