



**WCSD has gone GREEN.
Access and print pay stubs and set up direct deposit online.**

Tip: If you experience issues accessing Employee Online, please try using Internet Explorer as your browser.

Instructions: Employee Online is located on the District website home page, www.washoeschools.net. Navigate to the Quick Links on the right hand side of the home page, and then click Employee Online. You can also find it from the Departments link, section E, then Employee Online. It is not necessary to log into the District home page to access Employee Online.

QUICK LINKS

- AESOP Substitute Placement
- Careers in WCSD
- Committees - Apply to Join
- Contact Us
- District Directory
- **Employee Online**
- Infinite Campus Parent / Student Login

About Us Schools Community Students and Parents **Departments** Trustees Careers Staff

E

- Education Alliance
- Education Support Professionals (ESP)
- Emergency Management
- **Employee Online**
- English Language Development
- Equity And Diversity
- Extended Studies

Logging In: Click on the Login link from the Employee Online page. When the dialog box opens, type your Employee ID number in the User box: i.e. E00012345. (The ID number contains zeros, not letter O's.) Next, enter your password, which should be the last four digits of your social security number, unless you have manually changed it. Click Login.

EMPLOYEE ONLINE

Paycheck Checkup Can Prevent a Tax-Time Surprise
It's important to check your federal income tax withholding now to avoid an unexpected tax bill or penalty at tax time. The IRS Withholding Calculator can help.

[Publication 5303 Paycheck Checkup - Who should check their withholding?](#)
[Link to IRS Withholding Calculator](#)
[Link to IRS Withholding Calculator Frequently Asked Questions](#)

[Employee Online Instructions](#)

Employee Online Features:

- View and print paystubs (history of 26)
- Review employment history and leave usage
- Set-up and manage direct deposit; address change, and personal information
- W-4's and TSA's
- View and print W-2's (2014-2017) & 1095-C's (2016-2017)
- Direct links to district departments, forms, and the PERS website.
- **Former district employees** still have access to Employee Online, but cannot update information. The password has been reset to the default password.

Password Assistance.... click on "Forgot Login/Password Help" located under the password box. Enter your district email address and an automatic email will be sent directly to you with a new temporary password. If you're a former district employee please contact IT Service Desk 775-789-3456 for help re-setting your password.

Employee ID: If you do not know your Employee ID, it can be found at the top center of an old pay stub or you can retrieve it by contacting one of the following: School or Department Site Secretary, Payroll 348-0341 or Human

QUICK LINKS

- **Login**

[Employee Online Instructions](#)

CONTACTS

IT Service Desk
775-789-3456

Payroll Dept. 775-348-0341
[Payroll Website](#)

Human Resources 775-348-0321
[Human Resources Website](#)

Login Connect to bplus

Welcome to Employee Online!

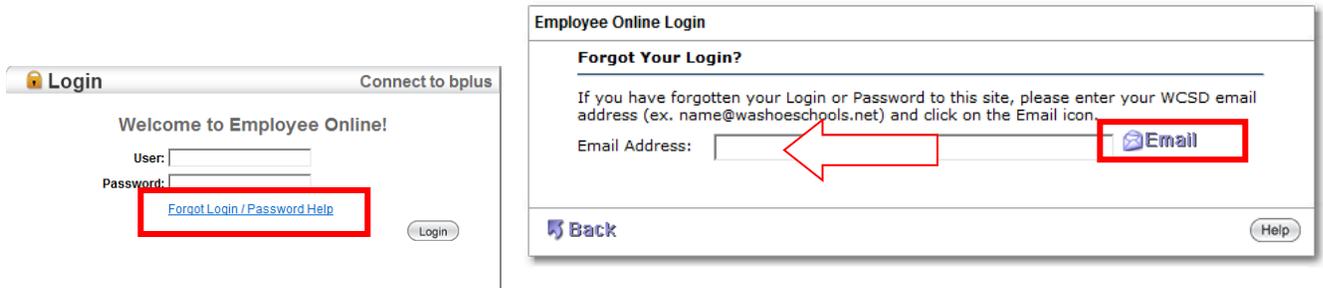
User:

Password:

[Forgot Login / Password Help](#)

Login

Forgot Password: From the login dialog box, click Forgot Login under the password prompt, enter your District email address then click Email. An automatic temporary password will be sent to your District email. Copy the temporary password from your District email and go back to the login screen. Enter your Employee ID#, then paste the new password in the password prompt and click Submit.



Changing Your Password: After logging into Employee Online, look to the upper right hand corner of the screen next to your name. Click on the grey pull down arrow, and then click Change Password. Type in your old or temporary password, then type in your new password, repeat and click OK.

