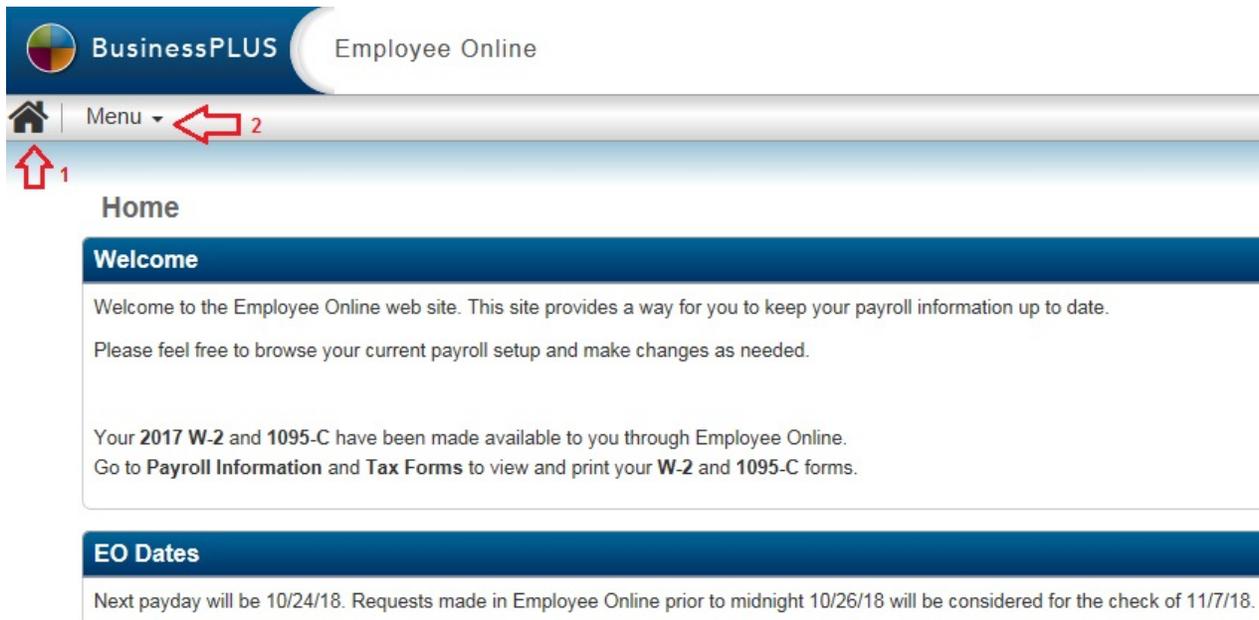


Employee Online has a New Look!

With the most recent BusinessPLUS update, comes a new look for Employee Online. All of the same features exist, but the look is updated and interactive. You can check out this short introduction [video here](#) and review the features in the job aid below. If you have questions about navigating the new version of Employee Online, you can contact Kelly Case, the Business Process Trainer, at 789-3438. If you have questions about the content of Employee Online, contact the Payroll Office at 348-0341.

The New Employee Online: Home Page

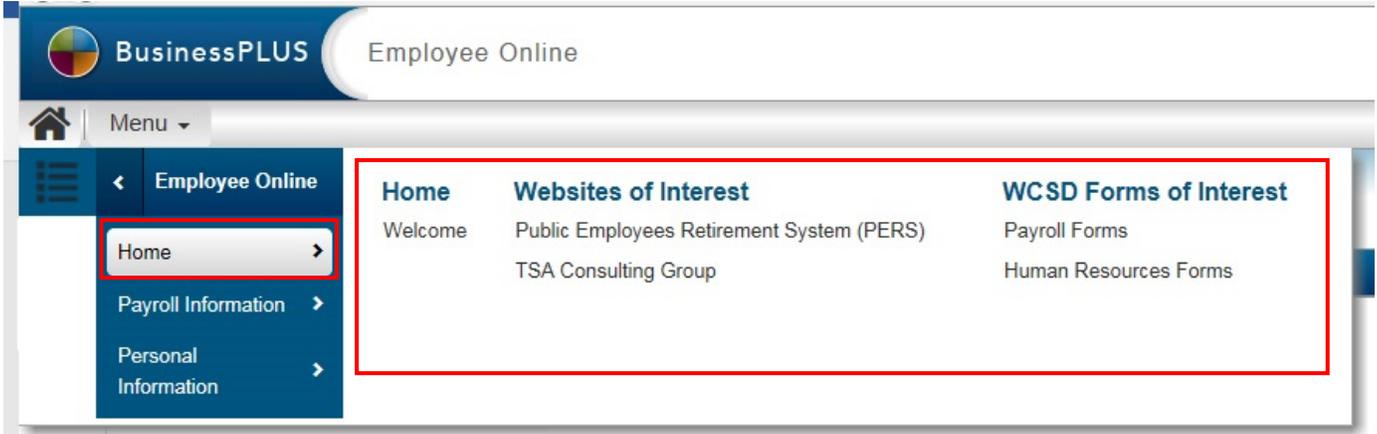
1. Home Page button. This button will return you back to the Home/Welcome page.
2. Menu pull down. The Menu pull down gives you access to all the other sections in Employee Online.
3. Login Name pull down. The pull down next to your name gives you access to the Change Password feature.
4. Lock button. The Lock allows you to officially log out of your Employee Online session. Click on the lock when you are finished and ready to exit.



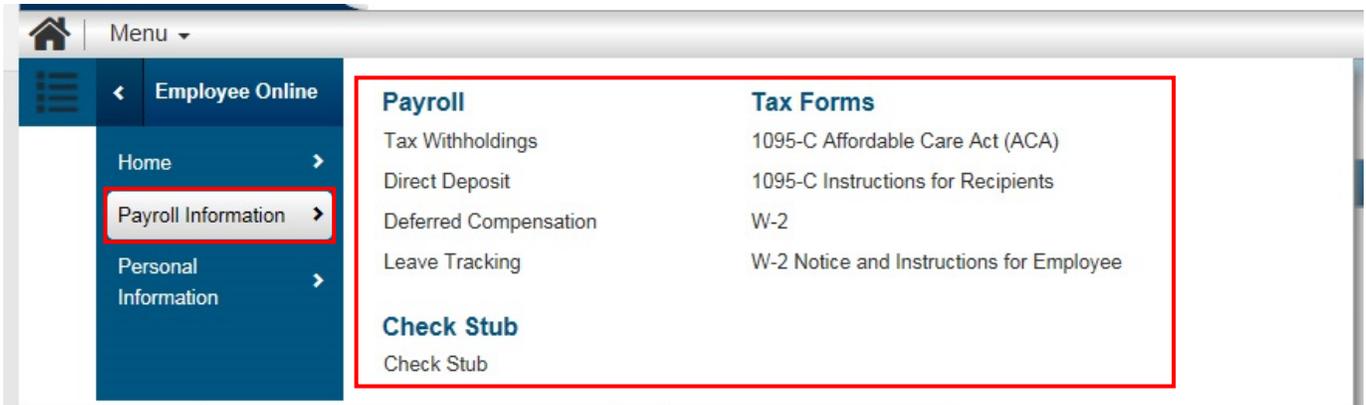
The screenshot shows the top navigation bar of the Employee Online system. It includes the BusinessPLUS logo, the text 'Employee Online', a home icon, a 'Menu' dropdown with a red arrow pointing to it labeled '2', and a red arrow pointing to the home icon labeled '1'. Below the navigation bar is a 'Home' section with a 'Welcome' header and a message about payroll information. At the bottom of the page, there is a section for 'EO Dates' with a message about the next payday and a request deadline. At the very bottom of the page, there are two icons: a dropdown arrow next to the name 'CASE, KELLY L' labeled '3', and a question mark next to a lock icon labeled '4'.

The New Employee Online: Menu Pull Down

1. Home
 - a. Home
 - i. Welcome page
 - b. Websites of Interest
 - i. Public Employees Retirement System (PERS) page
 - ii. TSA Consulting Group page
 - c. WCSD Forms of Interest
 - i. Payroll Forms
 - ii. Human Resources Forms



2. Payroll Information
 - a. Payroll
 - i. Tax Withholdings
 - ii. Direct Deposit
 - iii. Deferred Compensation
 - iv. Leave Tracking
 - b. Check Stub
 - i. Check Stub
 - c. Tax Forms
 - i. 1095-C Affordable Care Act (ACA)
 - ii. 1095-C Instructions for Recipients
 - iii. W-2
 - iv. W-2 Notice and Instructions for Employee

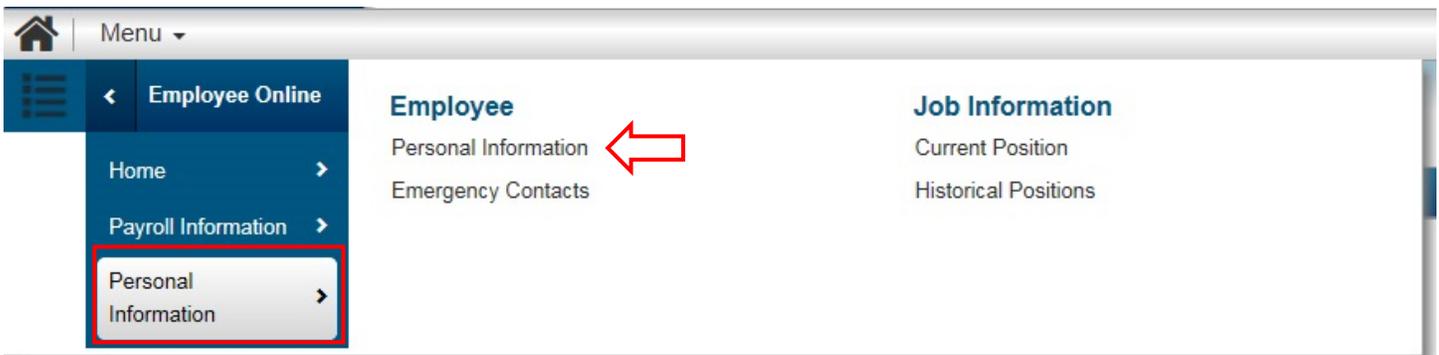


- 3. Personal Information
 - a. Employee
 - i. Personal Information
 - ii. Emergency Contacts
 - b. Job Information
 - i. Current Position
 - ii. Historical Positions



Section Navigation:

To navigate inside each section, you will need to expand the topic you want to look at. Look at the Personal Information section example below. When you enter the Personal Information section, you have two areas to look at, Employee and Job Information. Within each of these sections, you have more topics. For example in the Employee section, you have Personal Information and Emergency Contacts. Click on a section to start your navigation.



Click on the grey triangle next the section to expand it. See a sample of an expanded section here:

Employee

Personal Information

Employee Name CASE, KELLY L

Employee ID

Address

Address Line 1 * 123 Main St

Address Line 2 Address Line 2

City * RENO State Nevada

Zip Code * 89512 - Zip Ext

Email

Personal Email Personal Email

Privacy Level PRIVATE

Making Changes:

If you make changes to any of your information throughout the site, be sure to SAVE your changes. You save your changes by clicking on the computer disc icon in the upper right hand corner when you are done. 

Once you type any changes, the page will alert you that you have UNSAVED CHANGES. To complete the process, click the computer disc icon.

Employee

Unsaved Changes



Personal Information

Employee Name CASE, KELLY L

Employee ID

Address

Address Line 1 * 123 Main Street

Once you have clicked the computer icon to save, the page will alert you that the CHANGES SAVED.

Employee

Changes Saved



Personal Information

Employee Name CASE, KELLY L

Employee ID

Address

Address Line 1 * 123 Main Street

Printing Information:

1. Leave Information
 - a. To print your leave information, open up the section for the type of leave you want, and then click on the printer icon in the upper right hand corner of the page. 

Leave Information

Leave Tracking



2. Check Stub
 - a. To print your check stub, convert it to a PDF first by clicking on the PDF symbol in the upper right hand corner of the page. 
 - b. Follow the standard prompts to access your PDF, then print.

2264813 - 08/03/18



Washoe County School District
Payroll Disbursement
425 East Ninth Street P.O. Box 30425 Reno, NV 89520

Employee Name	CASE, KELLY L	Check Date	08/15/18
Employee ID		Period Begin	07/21/18
Check Number		Period Ending	08/03/18
Dept/Loc	NOMA		

Do you want to open or save **CheckStub.pdf** (116 KB) from **bptestwb-01.washoe.wcsd?**

Open

Save

Cancel



CheckStub.pdf - Adobe Acrobat Pro 2017

File Edit View Window Help

Home Tools

CheckStub.pdf x



1 / 1



144%



Pay Stub Information:

Please review the sample pay stub to familiarize yourself with the layout and the information provided for you. Each section has a title to help you navigate your finances.



Washoe County School District
Payroll Disbursement
 425 East Ninth Street P.O. Box 30425 Reno, NV 89520

Employee Name
 Employee ID
 Check Number
 Dept/Loc

██████████
 ██████████
 ██████████
 NOMA

Check Date 09/26/18
 Period Ending 09/14/18

Wages

Description	Hours/Days	Rate	Current Earnings	YTD Amount
SALARY		17.17		10,327.70
SALARY	58.50	17.65	1,032.52	1,147.25
TIMECARD		15.77		678.11
ADDLWPER		17.17		712.57
OVERTIME		25.76		334.82
HOLI PAT	6.50	17.65	114.73	114.73
HOLI PAT		17.17		446.44
HOLINPAT		17.17		111.59
HOLINPAT		17.65		114.73
SICK USE		17.17		1,055.96
VAC USE		17.17		1,369.33
TOTAL			1,147.25	16,413.23

If you have had a change in the rate of your pay, all the rates will show in your pay history. EX: The highlighted figures are the most current rate of pay. \$17.65 is new rate. \$17.17 is older rate.

Taxes

Description	M/O	State Withholding	M/O	Amount	YTD Amount
Federal Withholding					
Federal Additional Withholding	10.00	State Additional Withholding			
TOTAL				88.04	1,159.01

Employer Paid Benefits

Description	Amount	YTD Amount
DENT/AT	35.96	503.44
GAP	9.86	138.04
OPEB	4.94	4.94
RNPPHOLT	400.80	5,611.20
WRKCOMP	3.33	46.17
VISION	8.21	114.94
LIFEINS	7.04	112.64
PERS/EMP	166.35	2,331.38
TOTAL	636.49	8,862.75

Pre-Tax Deductions

Description	Amount	YTD Amount
AFACD PT	39.93	638.88
AFCAN/PT	37.80	604.80
TOTAL	77.73	1,243.68

After-Tax Deductions

Description	Amount	YTD Amount
AFCAN/AT	11.73	187.68
AFDIS/AT	28.40	454.40
PERS/EMP	166.35	2,331.38
TOTAL	206.48	2,973.46

Wage Summary

Description	Amount	YTD Amount
Gross Wages	1,147.25	16,413.23
Pre-Tax Deductions	77.73	1,243.68
Taxes	88.04	1,159.01
After-Tax Deductions	206.48	2,973.46
Net Pay	775.00	11,037.08

Bank Information

Bank	Account	Amount
Nevada State Bank	C	775.00

Leave Information

Description	Beginning Balance	Earned	Used	YTD Amount
Vacation Balance	6.09	4.55	0.00	10.64
Sick Leave Balance	79.66	3.77	0.00	83.43