



WCSD has gone GREEN.

Access and print pay stubs and set up direct deposit online.

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, then Employee Online. You can also find it from the Departments link, then 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

QUICK LINKS

- **Login**

CONTACTS

IT Service Desk
775-789-3456

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

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

Employee Online Instructions

Login Connect to bplus

Welcome to Employee Online!

User:

Password:

[Forgot Login / Password Help](#)

Login

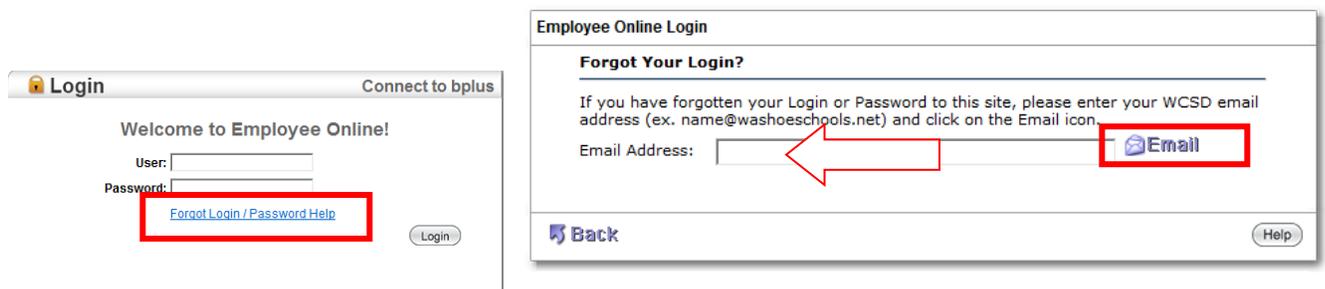
Check Stub: Once logged in, all of your options will appear in the blue column on the left hand side of the page. To view a check stub, click Check Stub, then choose the pay date you would like to view. If you would like a copy of your check stub, choose Print Preview then Print.



Direct Deposit: Click Direct Deposit from the Pay Information options to add or change your deposit information. Follow the directions on the screen and include all requested banking account information. Click Save when all done.



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 and click Settings. Next, choose Change Password. Type in your old or temporary password, then type in your new password, repeat and click OK.

