

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, <u>www.washoeschools.net</u>. 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.



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			
Paycheck Checkup Can Prevent a Tax-Time Surprise	Login			
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	CONTACTS			
	IT Service Desk 775-789-3456			
Link to IRS Withholding Calculator Fequently Asked Questions Employee Online Features:	Payroll Dept. 775-348 Payroll Website	0341		
View and print paystubs (history of 26) Review employment history and leave usage Set-up and manage direct deposit; address change, and personal information W4's and TSA's View and print W-2's (2014-2017) & 1005-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 updale information. The password has been reset to the defualt password.	Human Resources 7 Human Resources W	5-348-0321 2site		
	Employee O Instructions	line	gin Welcome to Employee Or User:	Connect to bplus
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 contract IT Service Desk 775-789-3456 for help re-setting your password.			Password: Forgot Login / Password Help	Login
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				

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.

Pay Information		
 W4 <u>Check Stub</u> <u>Direct Deposit</u> <u>W-2 / 1095-C</u> 	<u>10/25/2017</u> <u>10/11/2017</u> <u>09/27/2017</u>	PrintView

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.

Pay Information		
j	<u>W4</u> Check Stub <u>Direct Deposit</u> <u>W-271095-C</u>	

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.

		Employee Online Login	
	Connect to bplus to Employee Online!	Forgot Your Login? If you have forgotten your Login or Password to this site, please enter your WCSD ema address (ex. name@washoeschools.net) and click on the Email icon. Email Address:	iil
ForaotL	Login / Password Help	5 Back	Help

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.

	Change Password
	User ID: E000
	Old Password:
	New Password:
	Confirm New Password:
. 🌡 Settings 🥐 Help 🔒 Logoff	OK Cancel