

Employee Portal – Processing for Employees

Revised: 7/2018

The Employee Portal allows you (the employee) to access your personal records, change your basic information, request leave time, approve e-time sheets, ~~request a reimbursement~~, project pay, view direct deposit vouchers, view W2's, respond to questions from the business office and human resource department, such as contract amounts and much more.

Login and Navigate the SDS System

Your administrator may have provided you with a letter or instructions on where to access the system and your personal **User ID** and **Password**.

Login

To log into the Employee Portal follow the instructions below.

1. Locate the Employee Portal URL (link) that your administrator/tech has provided you
2. Open your browser (i.e. Internet Explorer) and type in the URL into your browser's address bar
(i.e. <http://districtabr.schooloffice.com/districtname/SDSWebOffice/login.aspx>)
3. Enter your User ID and Password
4. Select Menu view selection
 - Menu Left
 - Menu Top
 - Last Selected

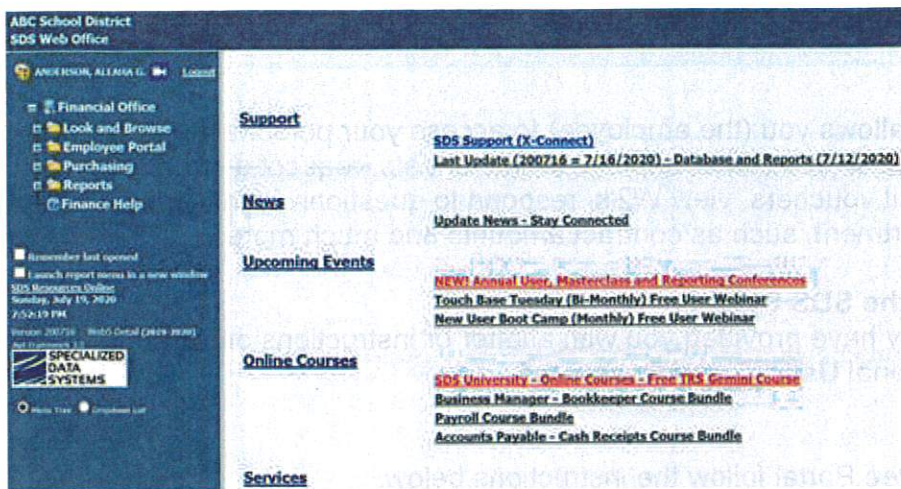
5. Select Login

Navigate the System

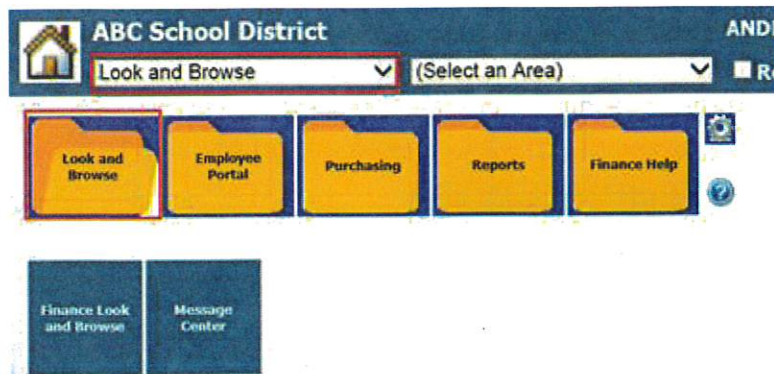
Depending on the selection you choose when you log into the system you will be able to view the menu tree on the left side of your login screen or the top of the screen. (Review the screen shot above).

Menu Options

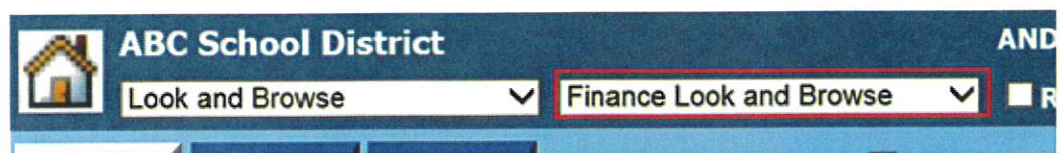
1. By selecting the Menu Left the menu tree will show on the left side of the screen.



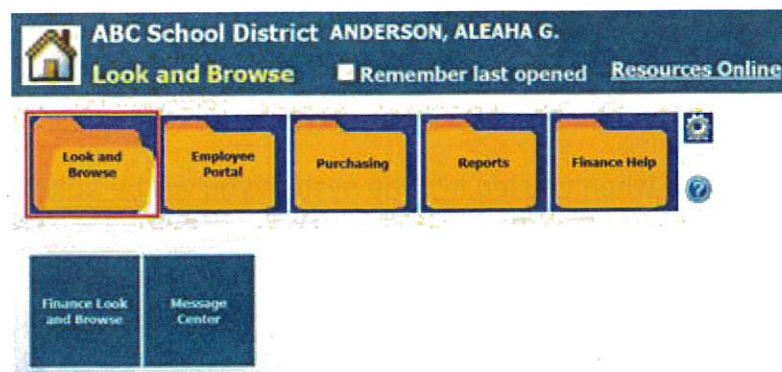
2. By selecting the Menu Top the menu will show at the top of the screen. The Far Left Dropdown box will display the Menu Heading being selected.



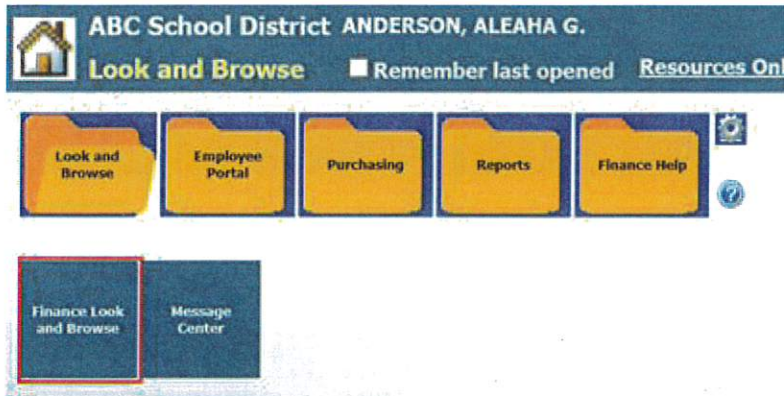
- a. The dropdown box just to the right of that will display the options for the selected menu heading.



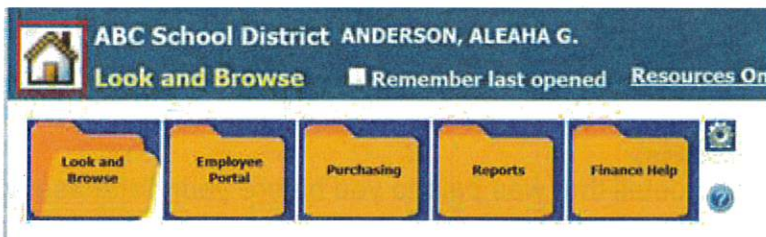
3. By selecting the Menu Folders, you can use the folder icon to select the Application to view.



4. The Program folders within the Applications, will be listed below the highlighted Application



5. Select the Home icon to select a different Program or Application.



Logout

To logout, select the Logout at the top left or top right depending on the log in method that was used.

Menu Review

Please note, that you may not have all the options on your menu. You will see what your security is setup to see. If you would like more or less options mention it to your administrator/tech to change your user security.

View Your Information

In this area you will first be able to view the Demographics tab which displays all your demographic information.

Demographics	Employee Number: 3074	Email Name: ANDERSON, ALEAHA G.	Rate TIN: 1	Category: 1	Marital Status: M
Contract Balance	Employee Name: ANDERSON, ALEAHA G.	Home Phone: (303) 555-3445	Rate: N	Account 1: 00.361.12.1790.0110.456.3120	Ten Jobs (Step 2): N
Detail Payroll Information	Street Address One: 1235 Highland street	Supervisor: TOM HOTTINGER	Extra Pica Tax: 80.00	Rate 1: 00.00	Claim Dependents (Step 3): 80.00
Detail Payroll Information (Prior Years)	Street Address Two: 40424	Spouse: TOM HOTTINGER	Marital Status: M	Account 2: 00.00	Other Income (Step 4): 00.00
Direct Deposit	City: Breckenridge	Spouse Work Phone: 303 555-0539	Tax Table: 12	Rate 2: 00.00	Deductions (Step 4b): 00.00
Gross Pay Detail	State: CO	Emergency Contact Name: ALEAHA JONES	Extra Fed Tax: 00.00	Account 3: 00.00	Extra Withholding (Step 4c): 00.00
Payroll Registers/Checks	Zip Code: 80424	Emergency Contact Phone: 303 555-0539	State Exemption: 5	Rate 3: 00.00	
Year to Date	Title: 04/10/1968	Spouse Org: 303 555-0539	Extra State Tax: 00.00	Account 4: 00.001.11.0010.0120.204.0000	
Attendance	Birth Date: 04/10/1968	Work Phone: 303 555-0539	Fasting State: CO	Rate 4: 00.00	
	Sex: M	Education: 5	Direct Deposit: Y	Pay: Y	
	Office Code: 400	Years in Dist: 5	State Marital Status: M	Hire Date: 02/01/2020	
	School Location: 400	Years in State: 5	Termination Date: 02/01/2020	Percent of Full Time: 100	
	Pay Check Location: 400	Years in Education: 5			

Contract Balance

This tab will list your contracts for current and prior year.

Demographics	Description	Orig Contract	Other Reductions	Paid To Date	Start Date	Sal Lane	Sal Step	Times To Pay original	Times Paid
	SPED AIDE	21402	0.00	21,402.00	8/1/2019	1	2	12	12
Contract Balance	SPED AIDE	19652	4,913.01	14,738.99	9/1/2017	1	1	12	6
	SPED AIDE	17852	0.00	17,852.00	9/1/2016	1	1	12	0
	SPED AIDE	14544	0.00	14,544.00	9/1/2015	1	1	12	6
Detail Payroll Information									
Detail Payroll Information (Prior Years)									

Detail Payroll Information

This tab will list all your most recent payrolls.

Demographics	Payroll Date	Reg Hrs	Pay Rate	Gross Pay	Gross Pay Code	Account Number	Description
	7/31/2020	0.00	0.00	1,783.50	1	10.301.12.1700.0110.416.3130	SPED AIDE
Contract Balance	7/13/2020	1.00	500.00	500.00	0	10.101.11.0010.0250.200.4394	SFS GRANT MEDICAL INS
	6/30/2020	0.00	0.00	1,783.50	1	10.301.12.1700.0110.416.3130	SPED AIDE
Detail Payroll Information	6/30/2020	1.00	500.00	500.00	0	10.101.11.0010.0250.200.4394	SFS GRANT MEDICAL INS
	5/31/2020	0.00	0.00	1,783.50	1	10.301.12.1700.0110.416.3130	SPED AIDE
Detail Payroll Information (Prior Years)	5/31/2020	4.00	15.00	60.00	1	10.101.19.0090.0110.206.0000	Weekend Maintenance
	5/31/2020	2.00	15.00	30.00	1	10.101.19.0090.0110.206.0000	Weekend Maintenance
	5/31/2020	-0.50	127.58	-63.79	0	10.101.11.0010.0310.000.3900	Cafe assist
Direct Deposit	5/31/2020	8.00	15.98	127.84	0	10.101.11.0010.0310.000.3900	Cafe assist

Detail Payroll Information (Prior Years)

This tab will list any prior year payroll detail that was paid to you before your database was in SDS Web Financial Office.

Demographics	Payroll Date	Reg Hrs	Pay Rate	Gross Pay	Account Number	Description
	6/20/2014	0.00	0.00	875.10	10.301.12.1700.0110.416.3130	YHS SPECIAL ED AIDE
Contract Balance	6/20/2014	-7.00	10.96	-76.72	10.301.12.1700.0110.416.3130	HS SPECIAL ED AIDE SALARIES
	6/20/2014	1.50	10.96	16.44	10.301.12.1700.0110.416.3130	HS SPECIAL ED AIDE SALARIES
Detail Payroll Information	5/18/2014	0.00	0.00	875.10	10.301.12.1700.0110.416.3130	YHS SPECIAL ED AIDE
	4/20/2014	0.00	0.00	875.10	10.301.12.1700.0110.416.3130	YHS SPECIAL ED AIDE
Detail Payroll Information (Prior Years)	4/20/2014	1.25	10.96	13.70	10.301.12.1700.0110.416.3130	HS SPECIAL ED AIDE SALARIES
	3/20/2014	0.00	0.00	875.10	10.301.12.1700.0110.416.3130	YHS SPECIAL ED AIDE
	2/20/2014	0.00	0.00	875.10	10.301.12.1700.0110.416.3130	YHS SPECIAL ED AIDE
Direct Deposit	1/20/2014	0.00	0.00	875.10	10.301.12.1700.0110.416.3130	YHS SPECIAL ED AIDE

Direct Deposit

This tab will display your banking routing number and account number.

Demographics	Employee Number	Record type	Account Number	Bank Routing Number	Per or Amount	Amount	Mail Voucher YN	Basic Account YN	Always Mail Voucher YN
	974	22	1234567	107003418	100	193.81	Y	Y	N
Contract Balance									
Detail Payroll Information									
Detail Payroll Information (Prior Years)									
Direct Deposit									

Gross Pay Detail

This tab will show the account number and gross amount of pay for each payroll.

Demographics	Payroll Date	Gross Pay	Description	Account Number	Pay Rate	Rate	Units	Override	Hours	Table Pay Code	FLA YN	Ret. CD	Ret. Dist. YN	Wage CD
Contract Balance	7/31/2020	1,783.50	SPEID AIDE	10.301.12.1700.0110.416.3130	0.00	0.00	0	0.00	0	1 N	1	Y		
	7/31/2020	500.00	SFS GRANT MEDICAL INS	10.101.11.0010.0250.200.4394	500.00	1.00	0	0.00	0	0 N	1	Y		01
	6/30/2020	1,783.50	SPEID AIDE	10.301.12.1700.0110.416.3130	0.00	0.00	0	0.00	0	1 N	1	Y		
Detail Payroll Information	6/30/2020	500.00	SFS GRANT MEDICAL INS	10.101.11.0010.0250.200.4394	500.00	1.00	0	0.00	0	0 N	1	Y		01
	5/31/2020	1,783.50	SPEID AIDE	10.301.12.1700.0110.416.3130	0.00	0.00	0	0.00	0	1 N	1	Y		
Detail Payroll Information (Prior Years)	5/31/2020	60.00	Weekend Maintenance	10.101.19.0090.0110.206.0000	15.00	4.00	0	0.00	0	1 N	1	Y		
	5/31/2020	30.00	Weekend Maintenance	10.101.19.0090.0110.206.0000	15.00	2.00	0	0.00	0	1 N	1	Y		
Direct Deposit	5/31/2020	63.79	Cafe assist	10.101.11.0010.0310.000.3900	127.58	0.50	0	0.00	0	0 N	1	Y		
	5/31/2020	127.84	Cafe assist	10.101.11.0010.0310.000.3900	15.98	8.00	0	0.00	0	0 N	1	Y		
Gross Pay Detail	5/31/2020	127.84	Cafe assist	10.101.11.0010.0310.000.3900	15.98	8.00	0	0.00	0	0 N	1	Y		
	5/31/2020	127.84	Cafe assist	10.101.11.0010.0310.000.3900	15.98	8.00	0	0.00	0	0 N	1	Y		
Payroll Registers/Checks	5/31/2020	127.84	Cafe assist	10.101.11.0010.0310.000.3900	15.98	8.00	0	0.00	0	0 N	1	Y		

Payroll Registers/Checks

This tab displays the gross pay, all deductions and net pay for each payroll.

Demographics	Payroll Date	Check Number	Check Date	Direct Deposit YN	Gross	Gross YTD	Table Gross	Table Gross YTD	Federal	Federal YTD	State	State YTD	State YTD	Total Deductions	Total Deductions YTD	Net Pay	Net Pay YTD	Post 1
Contract Balance	7/31/2020	499	7/31/2020	Y	500.00	18,702.03	551.04	18,288.22	0.00	413.28	CO	0.00	0.00	306.19	3,392.90	193.81	14,742.83	123 Health
Detail Payroll Information	6/30/2020	487	6/30/2020	Y	2,283.50	16,418.53	2,217.49	15,975.94	31.75	413.28	CO	0.00	0.00	449.66	2,668.05	1,802.09	13,164.20	123 Health
Detail Payroll Information (Prior Years)	5/31/2020	472	5/31/2020	Y	4,926.03	14,135.03	4,628.80	13,758.45	294.54	381.53	CO	108.00	153.00	719.20	2,238.39	3,804.20	11,362.11	123 Health
Direct Deposit	4/30/2020	458	4/30/2020	Y	1,783.50	9,209.00	1,781.24	8,129.45	0.00	86.99	CO	0.00	0.00	398.66	1,519.19	1,184.84	7,557.82	123 Health
	3/31/2020	445	3/31/2020	Y	2,283.50	7,425.50	2,217.49	7,368.41	31.75	86.99	CO	0.00	0.00	449.66	1,120.53	1,802.00	6,172.98	123 Health
Gross Pay Detail	2/28/2020	431	2/28/2020	Y	1,783.50	5,142.00	1,856.87	5,150.92	0.00	53.24	CO	0.00	0.00	304.42	670.87	1,479.08	4,379.89	123 Health
Payroll Registers/Checks	1/15/2020	418	1/15/2020	Y	3,358.50	3,358.50	3,294.05	3,294.05	55.24	55.24	CO	45.00	45.00	366.43	366.43	2,891.81	2,891.81	AFLACP
Year to Date	12/31/2019	408	12/31/2019	Y	1,783.50	49,865.00	1,856.87	46,594.37	0.00	6,904.67	CO	0.00	0.00	205.79	3,244.67	1,377.71	26,182.98	AFLACP

You can select the file folder to the left of the field "Payroll Date" to view your payroll voucher for each payroll.

Demographics	Payroll Date	Check Number	Check Date	Direct Deposit YN	Gross	Gross YTD	Table Gross	Table Gross YTD
Contract Balance	7/31/2020	499	7/31/2020	Y	500.00	18,702.03	551.04	18,288.22
Detail Payroll Information	6/30/2020	487	6/30/2020	Y	2,283.50	16,418.53	2,217.49	15,975.94
Detail Payroll Information (Prior Years)	5/31/2020	472	5/31/2020	Y	4,926.03	14,135.03	4,628.80	13,758.45
Direct Deposit	4/30/2020	458	4/30/2020	Y	1,783.50	9,209.00	1,781.24	8,129.45
	3/31/2020	445	3/31/2020	Y	2,283.50	7,425.50	2,217.49	7,368.41
Gross Pay Detail	2/28/2020	431	2/28/2020	Y	1,783.50	5,142.00	1,856.87	5,150.92
Payroll Registers/Checks	1/15/2020	418	1/15/2020	Y	3,358.50	3,358.50	3,294.05	3,294.05
Year to Date	12/31/2019	408	12/31/2019	Y	1,783.50	49,865.00	1,856.87	46,594.37

Year to Date

This tab displays your payroll information for the current payroll, month, quarter, calendar year, and fiscal year.

	Code	Description	Deduct	Month	Quarter	Cal Year	Total Year
Demographics	G1	Gross Earnings	0.00	2,283.50	2,283.50	18,702.83	2,283.50
Contract Balance	G2	Taxable Gross Earnings	0.00	2,312.28	2,312.28	18,288.22	2,312.28
	G5	Gross Earnings (I)	0.00	2,238.40	2,238.40	18,521.63	2,238.40
	G7	Gross Earnings Medicare	0.00	2,508.14	2,508.14	19,908.85	2,508.14
Detail Payroll Information	G8	Taxable Gross State	0.00	2,312.28	2,312.28	18,288.22	2,312.28
Detail Payroll Information (Prior Year)	T1	Federal Tax	0.00	0.00	0.00	413.28	0.00
	T3CO	State Tax CO	0.00	0.00	0.00	153.00	0.00
	123 Health	Health Program	98.63	197.26	197.26	690.41	197.26
Direct Deposit	AFLAC	aflac group pre tax	22.55	45.10	45.10	180.40	45.10
	Dental P	125 DENTAL - No PERA	95.63	191.26	191.26	573.78	191.26
Gross Pay Detail	FAM	AFLAC Fam 2	39.00	39.00	39.00	39.00	39.00
	GTL50	Group Term Life Insurance over 50,000	250.00	500.00	500.00	2,000.00	500.00
Payroll Registers/Checks	LIFE/B	MET LIFE BEN	0.00	15.18	15.18	60.72	15.18
	MIC	MEDICARE EME	0.00	36.37	36.37	288.68	36.37
Year to Date	MR	MEDICARE MAT	0.00	36.37	36.37	288.68	36.37
	PERA	PERA Employee Deduction	0.00	195.86	195.86	1,620.63	195.86
Attendance	PERAMA	PERA District Benefit	0.00	456.63	456.63	3,778.39	456.63
	VIPB	PERA 401 K	0.00	45.67	45.67	374.94	45.67
	VIPBB	PERA 401 K	260.28	520.56	520.56	2,082.24	520.56
	DD	TOTAL DEDUCTIONS	0.00	704.85	704.85	3,392.90	704.85
	NT	Net Pay	0.00	1,578.65	1,578.65	14,742.85	1,578.65
	X0	Gross Earnings	0.00	500.00	500.00	4,552.53	500.00
	X1	Gross Earnings	0.00	1,783.50	1,783.50	14,149.50	1,783.50
	BS	Salary for regular contractual teaching duties	0.00	2,283.50	2,283.50	11,776.53	2,283.50
	ZZ	No Payment Reason	0.00	0.00	0.00	1,783.50	0.00

Attendance

This tab displays any attendance records entered to your employee record

Demographics	Summary Attendance Information					
Contract Balance	Description	Built rwd	Awarded	Prior to Current	Current	Available
	Sick Leave	0	8	3	0	5
	Personal Leave	0	7	3	0	4
Detail Payroll Information	Vacation	0	0	0	0	0
Detail Payroll Information (Prior Years)	Professional (1)	0	0	2	0	-2
	Legal (2)	-1	0	-1	0	0
	Bereavement (5)	0	0	1	0	-1
Direct Deposit	Detail Attendance Information					
Gross Pay Detail	Abs Date	Duration	AM or PM	Abs. Initial Reason	Description	Substitute Name
	04/20/20	1	Full	A	Sick	
	10/15/19	1		P	Personal	
	06/17/19	1	Full	A	Sick	
Payroll Registers/Checks	04/24/19	1	Full	A	Sick	
	09/06/18	1		S	SFS GRANT MEDICAL INS	ANGELOVIC, TALYNN N.
	01/29/16	1		A	YHS SUB SALARIES	DICKERSON, DUSTIN E.
Year to Date	01/13/16	1		A	YHS SUB SALARIES	DICKERSON, DUSTIN E.
Attendance	03/05/15	1		A	Sick	DICKERSON, DUSTIN E.
	01/14/15	1		A	Sick	PEGG, BRITNEY M.
	10/08/14	1		A	Sick	DICKERSON, DUSTIN E.

Documents


This tab displays any documents attached to your employee record

Demographics	Open	Description	Date Added	Security Group
Contract Balance		W4 fam	4/27/2017 11:15:14 AM	
Detail Payroll Information				
Detail Payroll Information (Prior Years)				
Direct Deposit				
Gross Pay Detail				
Payroll Registers/Checks				
Year to Date				
Documents				

Change Basic Information

Change and Request Options: Submit changes 974 ANDERSON, ALEAHA G.	
ACA Dependent Information	Employee Combined Name: ANDERSON, ALEAHA G.
Basic Demographics Information	Street Address One: 1235 Highland street
Certificates/Permits	City: Breckenridge
Committees	State: CO
Degree	Zip Code: 80424
Emergency Contact Information	Birth Date: 4/10/1968
Employee Demographics Information	Marital Status: Married
New Custom Entry View	Fed Exemption: 5
	Extra Fed Tax: 0.0000
	State Exemption: 5
	Extra State Tax: 0.0000

To change records follow the instructions below:

1. Select the “Change and Request Option” you would like to change (i.e. Basic Demographic Information)
 - a. The areas you have to select from are based on your security settings.
2. Update your information by clicking in the white box next to what you want to update and type what you want it to be.
3. Click  to submit your changes.
 - a. The data you changed will not be updated in the system until it is **approved** by the human resource or payroll supervisor. Once approved it will be updated in the WFO system.

Below is an example of what the screen will look like after you have made a change:



Submit changes 974 ANDERSON, ALEAHA G.	
Employee Combined Name	ANDERSON, ALEAHA G.
Street Address One	4986 Ski Hill Road
City	Breckenridge
State	CO
Zip Code	80424

To delete a record you changed and don't want recorded simply click on “Delete” next to the record.

Change Field Name	Current Data	Change To	Id	Name
Delete Street_Address_One	1235 Highland street	4986 Ski Hill Road	974	ANDERSON, ALEAHA G.

Request Center

In this area you can request time off, request an expense reimbursement, use the wellness tracking, and also request time for professional development.

Request center for ANDERSON, ALEAHA G.	
Attendance and Leave	Expense Reimbursement
	



1. **#1** select the dates that are being requested. One date can be selected by having that date on both calendars or a range of dates can be selected from the calendars
2. **#2** select the Category, Duration Type (days or hours)
3. **#3** enter the reason for the leave.
4. **#4** Select the green plus button to enter the request for the dates selected.

Attendance and Leave

1 Request Date(s)

Select Date From: July 2020

Select Date To: July 2020

Check Date(s) Requested: ☐ Sunday 7/19/2020

2 Request a Category and Value to Record for Your Request

Categories: Select from List

Duration Type: Full

Value One Day: 1

Total Value to Record: 0

3 Request Description

4 Add a document to your request. (path and name)

Browse...

Optional Description for your attachment

5 Record Request 7/19/2020 to 7/19/2020

New

5. Below the #5 area the days that have been selected will show as submitted until the supervisor has approved them.

6 Attendance and Leave Approval by Day Display All Attendance and Leave Requests

Delete?	Edit?	Request Start Date	End Date	Detail Information	Approval Information and History	Attachment Approval Status
<input type="checkbox"/>	Edit	04/20/2020	04/20/2020	Sick on 4/20/2020 post 48 1 Day Daughter sick	Needs to Approve: High School Principal - 992 Needs to Approve: Business Manager - 807 Needs to Approve: High School Secretary - 00143 Entered by: ANDERSON, ALEANA G. - 974 - Group: HIGH SCHOOL	Submitted

7 Summary Attendance Information

Description	Full Day	Awarded	Prior To Current	Current	Available	Absent Date AM or PM	Reason	Description	Approval Status
Sick Leave	0	0	0	0	0	04/20/2020	Full	Sick	Submitted

6. Once the supervisor has approved the time the attendance record will show approved on the employees screen.
7. To see all of the days that have been requested select the "Display Pending Approval Attendance and Leave Requests." This will show all of the days that have been requested.

Attendance and Leave Approval by Day Display All Attendance and Leave Requests

Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment	Approval Status
<input type="checkbox"/>		Sick	04/20/2020	04/20/2020	Sick on 4/20/2020 post as 1 Day Daughter sick	Needs to Approve: High School Principal - 992 Needs to Approve: Business Manager - 807 Needs to Approve: High School Secretary - 00143 Entered by: ANDERSON, ALEAH G. - 974 - Group:HIGH SCHOOL		Submitted

Summary Attendance Information

Description	Full rwd	Awarded	Prior to Current	Current	Available
Sick Leave	0	8	+ 2	0	2
Personal Leave	0	7	+ 3	0	4
Vacation	0	0	+ 0	0	0
Professional (1)	0	0	+ 2	0	-2
Legal (2)	-1	0	+ -1	0	0
Bersavement (3)	0	0	+ 1	0	-1

Detail Attendance Information

Absent Date	AM or PM	Reason	Description	Approval Status
04/20/2020	Full	A	Sick	Submitted
10/15/2019	P	P	Personal	
06/17/2019	Full	A	Sick	Approved
04/24/2019	Full	A	Sick	Approved
09/06/2018	S	S	SPS GRANT MEDICAL INS	
01/29/2018	A	A	YHS SUB SALARIES	
01/13/2018	A	A	YHS SUB SALARIES	
03/05/2015	A	A	Sick	
02/14/2015	A	A	Sick	
10/06/2014	A	A	Sick	

8. If a date is denied by the supervisor the screen for the employee will show this information once the employee selects the "Display Pending Approval Attendance and Leave Requests."

Attendance and Leave Approval by Day Display Pending Approval Attendance and Leave Requests

Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Approval Status
<input type="checkbox"/>		Sick	12/22/2017	12/24/2017	Sick on 12/23/2017 post as 1 Day Sick day needed	Denied By: BROWN, MICHAEL S. - 1015 - Group:HIGH SCHOOL Denied By: BMS - Elementary Principal on: 12/20/2017 4:20:25 PM	Denied 12/20/2017 By Elementary

9. If a requested date has been denied the system will automatically add back the day that was requested by the employee when it was denied by the supervision.
10. Once the supervisor has approved the days requested or denied the days the employee will receive an email notification if this process has been setup in the system to use.
11. If you decide you no longer want to request the day off select the box under the "Delete" column. Once this is selected an "X" will appear. Select the "X" and the record will be deleted. The days will be added back for you.

