

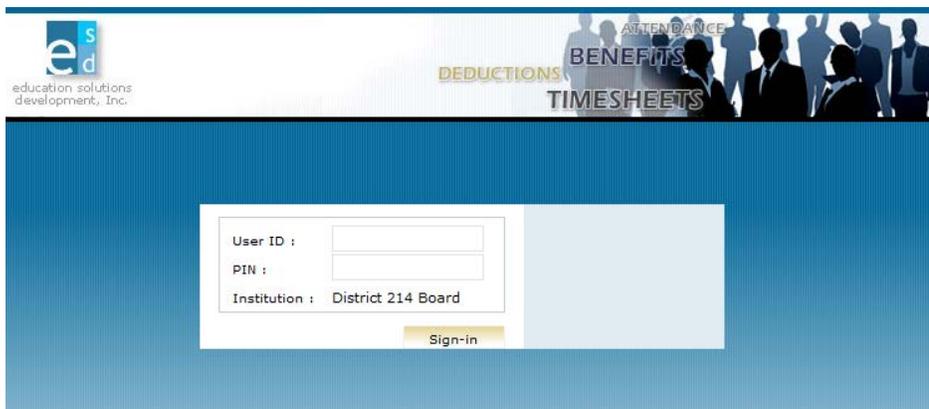
Employee Portal Access Instructions

Welcome to the District 214 employee portal. From this website, an employee can view personal data, payroll information, deductions and benefits, vacation and sick days used and balance remaining.

Access to District 214 Portal

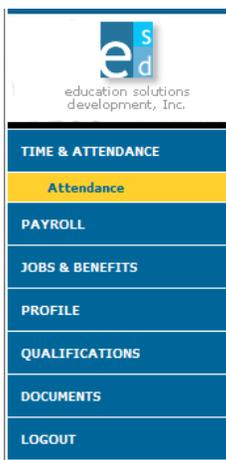
<http://employeeportal.d214.org>

The portal is also available through a secure website using a web browser from any computer. You can find a link to the portal in the **Quick Links** menu under the Staff(login required) section.



Enter your **NetID** for the User ID field and your **NetID password** in the PIN field.

Navigation Menu



The Navigation Menu will be displayed on the left side of the screen.

Attendance

Once logged in, the portal will open to the employee's attendance screen. This screen displays posted leave records.

Year: Jul 01, 2012 - Jun 30, 2013 ▾

LEGEND	CATEGORY	CARRIED FWD EARNED	TRANS IN TRANS OUT	USED REQUESTED	BALANCE
	NON-PAID	0.00	0.00	24.00	
		0.00	0.00	0.00	
	PERS/EMERG	0.00	0.00	3.00	29.00
		32.00	0.00	0.00	
	SICK LEAVE	59.00	0.00	16.00	139.00
		96.00	0.00	0.00	
	VACATION	24.00	0.00	68.00	36.00
		80.00	0.00	0.00	

July 2012							August 2012							September 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										<u>1</u>	<u>2</u>	3	4							1
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	27	28	26	27	28	29	<u>30</u>	31		23	24	25	26	27	<u>28</u>	29
29	<u>30</u>	<u>31</u>												30						

Calendar dates are colored to show leave postings on that date. Run the mouse over a highlighted date on the calendar to display the type of leave and number of hours used. Prior years can be viewed by selecting a different year using the drop down menu at the top right.

Paycheck History

Paycheck History (**under Payroll**) displays a list of all of your paychecks by calendar year. You can view information from a particular payroll by clicking on the underlined document number.

Year: Jan 01, 2007 - Dec 31, 2007 ▾

DOC. NO.	DATE	GROSS	FIT	SIT	MED/PENSION	DEDUCT	NET PAY
<u>814579</u>	05/31/2007	21.21	0.00	0.00	1.63	0.00	19.58
<u>814103</u>	04/30/2007	1,693.44	88.00	25.00	129.54	150.00	1,300.90
<u>814262</u>	04/30/2007	700.00	3.00	2.00	53.55	0.00	641.45
<u>813788</u>	03/30/2007	2,595.94	203.00	75.00	198.59	150.00	1,969.35
<u>813471</u>	02/28/2007	2,693.52	218.00	80.00	206.06	150.00	2,039.46
<u>813162</u>	01/31/2007	2,600.82	204.00	75.00	198.96	150.00	1,972.86
TOTAL:		10,304.93	716.00	257.00	788.33	600.00	7,943.60

This will display the same information as your direct deposit advice or payroll check stub.

Year to date values are fiscal year to date, July 1 – June 30. Use the drop down menu at the top right to search previous years.

PAYMENT DESC AND TYPE	SALARY HRLY RATE	PAYMENTS HRLY FACTOR	PAID TO DATE NO OF HRS	GROSS
PRIMARY JOB	27,075.00 27,075.00	8 out of 12 1.0000	18,050.00 1.00	2,256.25
SALARY-WAIVED INSURANCE	2,276.28 2,276.28	8 out of 12 1.0000	1,517.52 1.00	189.69
FLEXIBLE SPENDING ALLOWANCE	1,800.00 1,800.00	8 out of 12 1.0000	1,200.00 1.00	150.00
ADDITIONAL HOURS	0.00 13.01	1 out of 0 1.0000	29.28 0.00	9.76
OVERTIME HOURS	0.00 13.01	1 out of 0 1.5000	239.06 0.00	87.82
TOTAL:				2,693.52

TAXES / RETIREMENT	CURRENT	YEAR TO DATE
Federal Income Tax	218.00	422.00
Medicare	39.06	76.77
OASDI	167.00	328.25
State Income Tax-OK	80.00	155.00
TOTAL:	504.06	982.02

VOLUNTARY DEDUCTIONS	CURRENT	YEAR TO DATE
AMERICAN FIDELITY ASSURANCE	150.00	300.00
TOTAL:	150.00	300.00

NET:	2,039.46
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Withholdings (W4)

The Withholdings (W4) screen (**under Payroll**) shows allowances claimed from your latest W-4. If you have questions or need to make changes, please contact the Payroll Department at FVEC.

FEDERAL TAX Federal Tax Form (W-4) Instruction

Marital Status: H - Married with higher rate withholding M - Married S - Single

Total number of allowances you are claiming:

Additional amount, if any, you want withheld from each paycheck:

STATE TAX (Illinois)

Total number of allowances you are claiming:

Additional amount, if any, you want withheld from each paycheck:

Direct Deposit

Direct Deposit (**under Payroll**) shows bank information for your direct deposit. The email button can be used to send a message to the payroll department.

ROUTING NO	ACCT NO	ACCT TYPE	AMOUNT TO DEPOSIT
*****	*****	Checking account	Net Amt. of Check

Current Positions

[Email](#)

The Current Positions screen (**under Jobs & Benefits**) details the employee's current job and salary.

JOB TITLE	ANNUAL SAL PAID TO DATE	PAYMENTS RATE/UNITS	LENGTH CONTRACT	CONTRACT START END	PAYMENTS START END
PROGRAMMER	67,428.00 \$7,458.66	23 out of 27	260.00 260.00	06/19/2006 06/30/2007	06/19/2006 06/30/2007

[Email](#)

INFORMATION

This screen summarizes your current position.

Benefits and Deductions

Use the Benefits and Deductions screen (**under Jobs & Benefits**) to view employer paid benefits and voluntary deductions that are active on your record. This screen also shows whether a deduction is taken on a pre-tax basis.

DESCRIPTION	PRE-TAX	LENGTH	DEDUCTION	BENEFIT
AMERICAN FIDELITY ASSURANCE	Yes	Indefinitely	150.00	0.00
Federal Income Tax	No	Indefinitely	0.00	0.00
JOHN HANCOCK LTC EMPLOYER	No	Indefinitely	0.00	25.00
Medicare	No	Indefinitely	0.31	0.31
OASDI	No	Indefinitely	1.32	1.32
State Income Tax-OK	No	Indefinitely	0.00	0.00
TRS Burden School Pays	No	Indefinitely	0.00	1.73
TRS Fed - Pri Grnt School Pays	No	Indefinitely	0.00	0.00
TRS School Pays	No	Indefinitely	0.00	1.60

Addr/Phone/Email

Your name, home address and telephone number (**under Profile**) are displayed on this screen.

MAILING			
Street 1:			
Street 2:			
City:			
State:			
ZIP:			
Country:			
RESIDENTIAL			
Street 1:			
Street 2:			
City:			
State:			
ZIP:			
Country:			
PHONE TYPE	NUMBER	EXT	EMAIL
Home			
Work Phone			

Certifications

The Certifications tab (**under Qualifications**) displays information regarding teaching and administrative licenses.

CERTIFICATE NO. DESCRIPTION	TYPE CATEGORY	ISSUED EXPIRED	GRADE LEVEL RESTRICTION
SSN	APPRENTICE TEACHER RECEIVED	07/01/2006 08/31/2011	

[Email](#)

INFORMATION
This screen summarizes any certifications you might have.

Education

The Education tab (**under Qualifications**) displays the highest degree on record for an individual.

RAJN PERRU > Name and Address

DETAILS				
Name: JOHN PUBLIC		Hired Date: 07/06/67		
Address: 1114 OAK GROVE MEMPHIS, TN 38171		Rehired Date:		
County:		Country: UNITED STATES		

PHONE TYPE	NUMBER	EXT	EMAIL	DEFAULT
Home	(901)555-1781		J.PUBLIC@SCSK12.ORG	

[Email](#)

INFORMATION
This screen summarizes your personal data.

Documents

Links to State and Federal forms can be found on this tab.

Employee Portal > DOCUMENTS

FORMS
Federal W-4
Illinos W-4
Wisconsin W-4

Logout

Be sure to logout when you are finished using the portal.