

Contents

Logging In to Employee Online	1
Employee Online Address	1
Login Instructions.....	1
Navigation	3
Welcome Screen	3
Payroll Information	3
Check Stubs	4
Export Check Stub to PDF	5
Tax Withholdings	5
Direct Deposit	6
Personal Information	7
Personal Information Changes.....	7
Emergency Contact Changes	8
Troubleshooting.....	8

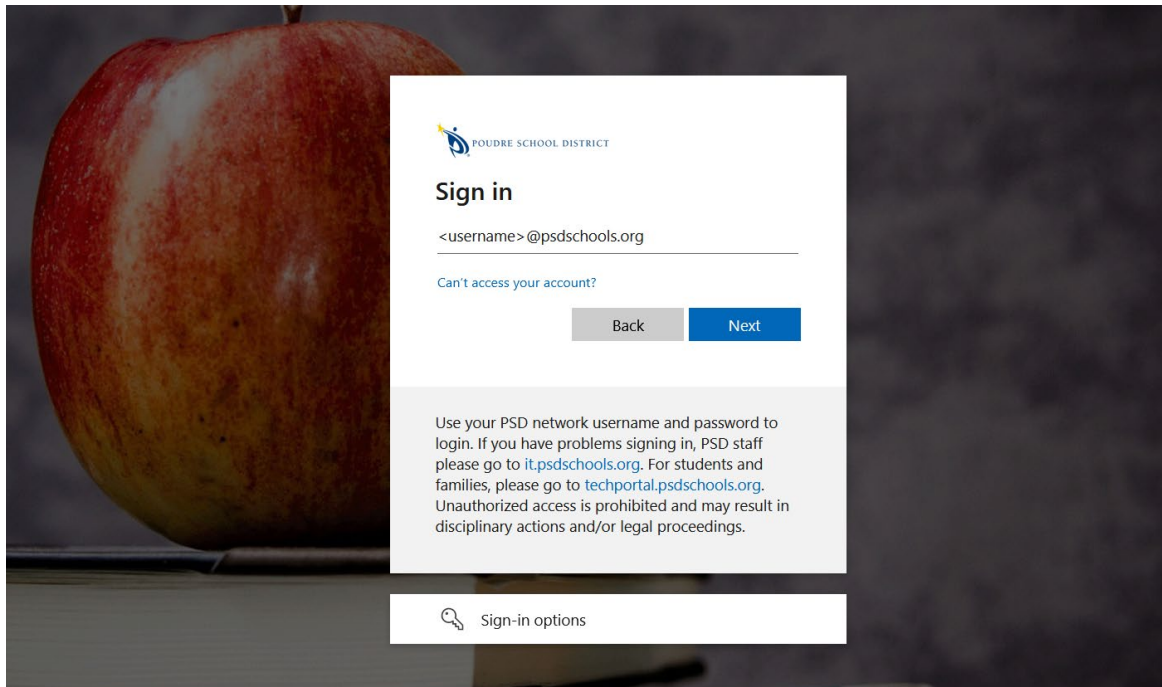
Logging In to Employee Online

Employee Online Address

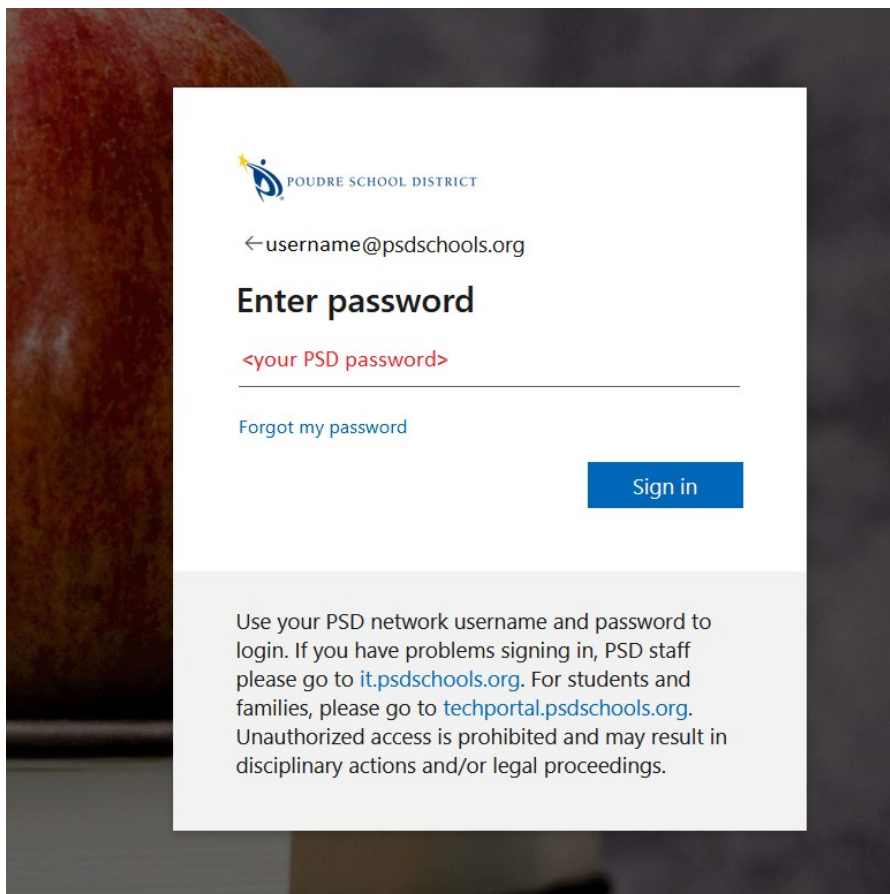
Employee Online can be accessed by going to: <https://employeeonline.psdschools.org>

Login Instructions

Employee Online is connected to the PSD Microsoft Single Sign-On (similar to most PSD web applications such as Synergy, Microsoft Email, etc.). If you go to the Employee Online link when not signed into the SSO, you should be taken to the Microsoft Sign in page as shown below:



Enter your full @psdschools.org email address and then click Next.

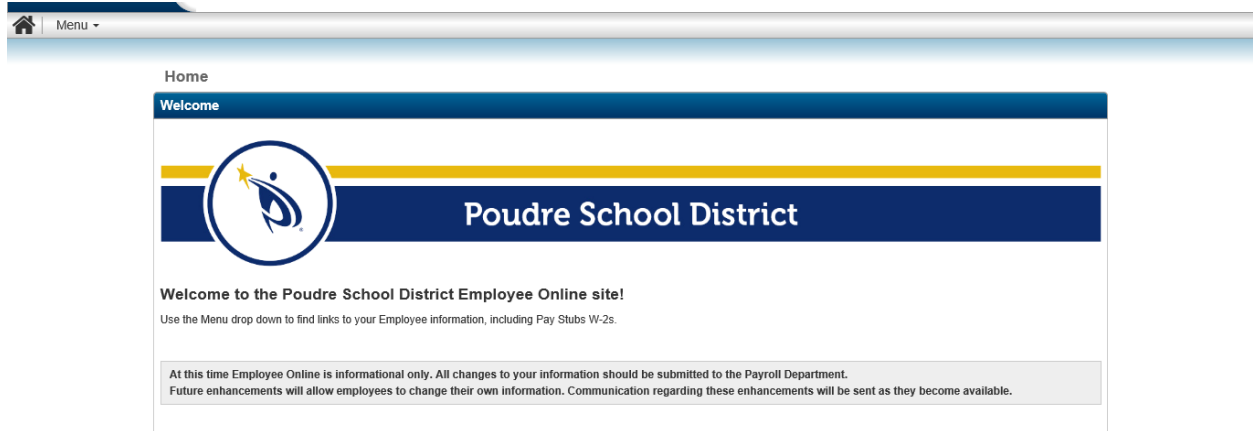


Enter your PSD (domain/Windows) password, and click the Sign in button.

Note: if you are already signed into the SSO from another web application, it should take you directly to your Employee Online page, no additional sign in needed. Please see the Troubleshooting instructions at the end of this guide if you are not able to sign in.

Navigation

Welcome Screen



Payroll Information

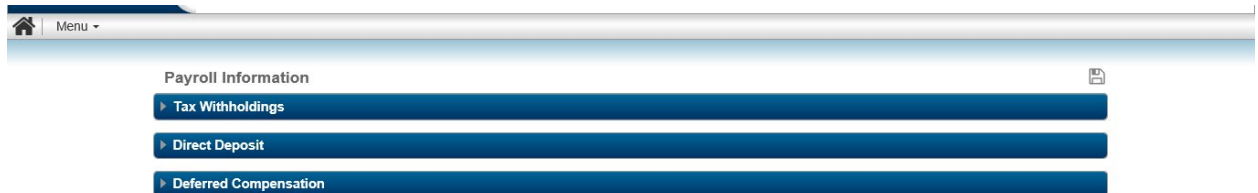
1. Click on Menu



2. Click Payroll Information (on the left-hand side)



3. Click desired link between Tax Withholdings, Direct Deposit, and Deferred Compensation screen

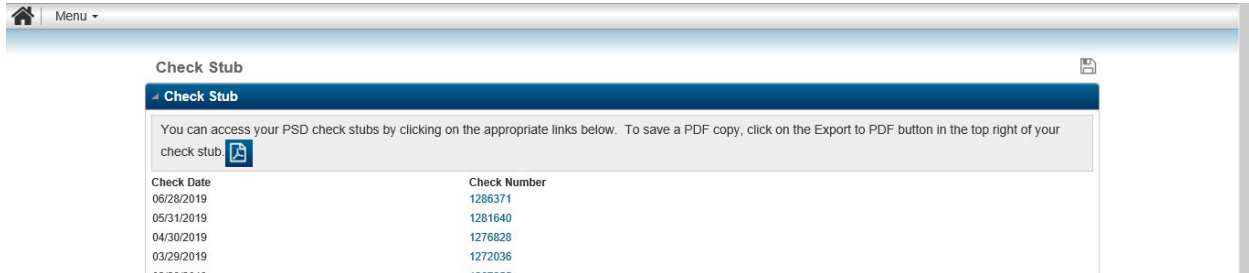


Note: Leave Tracking will show you up to three years of earned and used hours in each of your leave categories. Leave time is accrued monthly, August through May. Year-round employees also accrue vacation and sick leave in June and July.

Licensed employees: please be aware that the date for your used leave time will show as the end of the month in many cases. This is due to the complex calculations to have PTO hours used first.

Check Stubs

Check Stubs (previously Leave & Earnings Statements) are available in Employee Online starting with 2018 and later.




Check Stub has a new look:

113407 - Apr 30, 2019					
Report Period: District 2017 Larimer Fair Census, CO 80015		Employee Name	YOUR NAME	Employee ID	XXXXX
		Address	YOUR ADDRESS	Hire Date	YOUR HIRE DATE
Check Date	Apr 30, 2019	Check Number	XXXXX	Period Begin	MONTH 1, YEAR
Check Method	WEBPAY	Employer	POUDRE SCHOOL DISTRICT	Period Ending	MONTH 1, YEAR
District	2017 Larimer Ave Fort Collins, CO 80521				
Wages					
Description	Hours	Rate	Current Earnings		
NET 2413.84 - PARAPROFESSIONAL BUS ATTENDANT -		N/A	2,301.28		
5.75 HOLIDAY					
Cooked Fry	12.25	13.84	169.54		
Cook for Leave Time	0.00	0.00	-13.84		
TOTAL	12.25		\$2,457.98		
Taxes					
Federal Withholding		State Withholding		Employer Paid Taxes & Benefits	
Description	Amount	YTD Amount	Description	Amount	YTD Amount
Federal Tax	208.84	320.08	PERA	482.03	1,344.82
Colorado State Tax	34.65	248.00	PPACA Part B7 EIC	938.00	2,193.00
Medicare	34.65	186.76	Long Term Disability	3.22	8.22
TOTAL	\$337.63	\$864.82	Short Term Disability	1.65	6.65
			Den Full @T Emp Only	45.00	180.00
			Life Ins Regular	6.25	25.00
			TOTAL	\$1,108.84	\$3,813.30
Pre-Tax Deductions					
Description	Amount	YTD Amount	After-Tax Deductions		
PPACA Part B7 EIC	191.38	613.85	Description	Amount	YTD Amount
Visior-Emp-Before Tx	6.91	6.91	TOTAL		
Net Check OR DIRECT DEPOSIT	2,402.14	20,564			
TOTAL Wages Summary	\$202.29	\$577.49			
Summary					
Description	Amount	YTD Amount			
Gross Wages	\$2,457.98	\$67,167.74			
Pre-Tax Deductions	\$202.29	\$577.49			
Taxes	\$337.63	\$864.82			
Net Pay	\$1,863.22	\$5,274.43			
Leave Information (in Hours) reflects time used AND reported through the 15th of the month.					
Leave Description	Projected Balance	Leave Beginning Balance	Earned	Used	Leave Ending Balance
Sick	5.83	70.83	72.45	142.64	0.66
Personal	0.00	4.17	8.01	4.17	0.01
Floating	2.69	14.14	26.91	40.78	0.30
Message(s)					
General Payroll Information - 000-0088 For questions on your Leave and Earnings Statement, please send an email to payroll@poudre.org. The appropriate Payroll Technician will respond.					

Export Check Stub to PDF



In the desired check stub, click the  button near the top-right of the check stub to export the file as PDF. This will allow for easier saving and printing of the check stub.

Tax Withholdings

Employee Online allows for changes to Tax Withholdings up to 10 days prior to payday to be effective for the current month. No changes can be made starting 9 days prior to payday. On payday, changes can be made for the following month.

Changes saved will be sent to Payroll for review and confirmation and cannot be changed again until that is complete.

Tax Withholdings

Federal W-4 tax withholding form and instructions can be found at: <https://www.irs.gov/pub/irs-pdf/w4.pdf>

By saving these changes, I declare under penalties of perjury that this information is true, correct and complete to the best of my knowledge.

Federal Tax Withholding

1(c) Filing Status * Record Status A

Complete the following steps ONLY if they apply to you.

2(c) 2 Jobs Total

3 Dependent Amount Total

4(a) Other Income

4(b) Deductions

4(c) Additional Withholding

Additional Withholding End Date

State Tax Withholding

Filing Status * Record Status A


Exemptions

Additional Withholding

Additional Withholding End Date

Please ensure both Federal and State Tax Withholding entries are correct per IRS instructions before



clicking the  button on the top right of the section.

Direct Deposit

Changes to your Direct Deposit information can be made between the 1st of the month and 15th of the month to be effective for that month's payroll. After the 15th, no changes can be made via Employee Online until the following month.

Changes saved will be sent to Payroll for review and confirmation. Changes that are waiting for approval will say "Pending Approval". Changes can still be made while in Pending Approval status.

Payroll Information 📄

Unsaved Changes

Direct Deposit

NOTE: You may make changes to your direct deposit information from the first of the month through the 15th of the month.

Immediately contact payroll-l@psdschools.org if:

1. You have closed your account after the 15th of the month
2. If you do not see your bank listed in the drop down menu

[PENDING APPROVAL] Bank of America, N.a. (011200365) - Checking (NET) 🗑️

Bank *

Account Number *

Account Type *

Amount Type *

Checks in Month

First Check

John Smith
1234 North Main St.
Anytown, USA 65000
Date _____, 19____

Pay to the order of _____ \$ _____ Dollars

Zions National Bank
345 State St.
Anytown, USA 65000


⑆12400054⑆ ⑆902 000699⑆ 0799

BANK NUMBER ACCOUNT NUMBER

Adding a New Direct Deposit Account

Expand the Direct Deposit menu and click the  button near the lower-right of the section.


Start typing the name of your institution in the Bank field. When you find your bank in the list of options, please **ensure the 9-digit routing/bank number matches the routing number on your account**. There could be multiple banks with the same name having different routing numbers.

Click the  button next to the Account Number and enter your account number.

Choose Checking or Savings on the Account Type.

For the Amount Type, choose AMOUNT and the fixed amount value that you want deposited in it can be entered in the Value field.


If you need to add the new account as your NET account, that is your primary account that will receive the balance of your pay, you will only select NET and no dollar amount will be entered.

When you are ready to save your information, click the  near the top-right of the Employee Online screen.


Updating a Direct Deposit Account

Expand the Direct Deposit menu and click the gray tab containing the account you want to change.


If your bank is changing, start typing the name of your new institution in the Bank field. When you find your bank in the list of options, please **ensure the 9-digit routing/bank number matches the value on your account**. There could be multiple banks with the same name having different routing numbers.


Click the  if your account number is changing.


Complete other changes as necessary, but **only one account should be NET**.

When you are ready to save your information, click the  near the top-right of the Employee Online screen.

Removing a Direct Deposit Account

Click the  on the tab of the account you wish to remove. **You cannot remove your NET account**. If you are changing your NET account, just change all affected information on the existing account.

To undo the removed account before saving, click the .

When you are ready to save your information, click the  near the top-right of the Employee Online screen.

Personal Information




Expand the section of interest that you want to review/make changes on.




Personal Information Changes


Changes can be made to your Address, Personal Email, and Phone Number(s).


When you are finished making changes, click the save  button on the top right of the section.

Emergency Contact Changes

Changes to Emergency Contact information can be done by expanding the contact card.

If you need to remove the emergency contact, click the  near the top right of of the contact.

If you need to add a new emergency contact, click the  in the lower right of the section.

When you are finished making changes, click the save  button on the top right of the section.

Troubleshooting

If you are not able to log in to Employee Online, please clear your browser cache and cookies (press Ctrl+Shift+Del while in the browser), restart your browser, and then go back to <https://employeeonline.psdschools.org>.

If you are still having issues accessing or using Employee Online, please submit a ticket to <https://help.psdschools.org> using request type [HR/Payroll](#) > [Employee Online](#) > [Access Issues](#) or call 970-490-3456 to talk with the IT Support Center team.