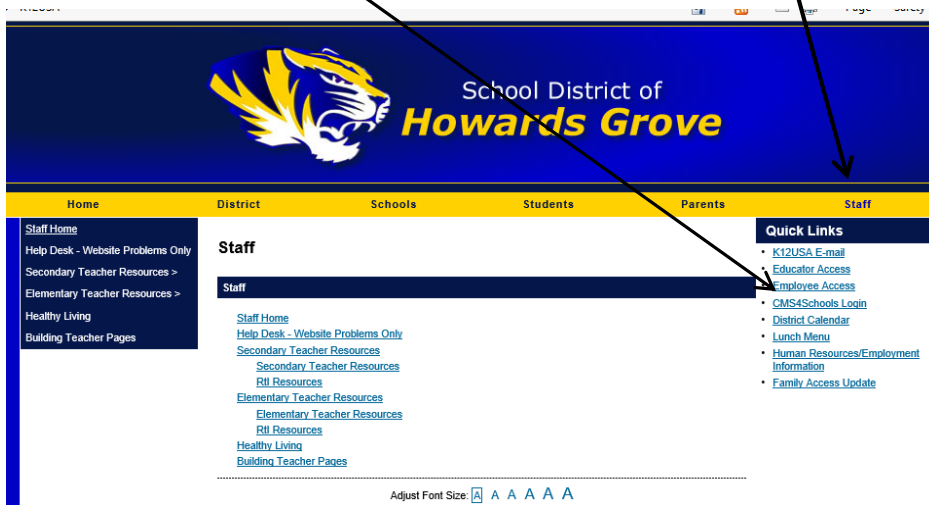


EMPLOYEE ACCESS FEATURES AND LOG IN INSTRUCTIONS

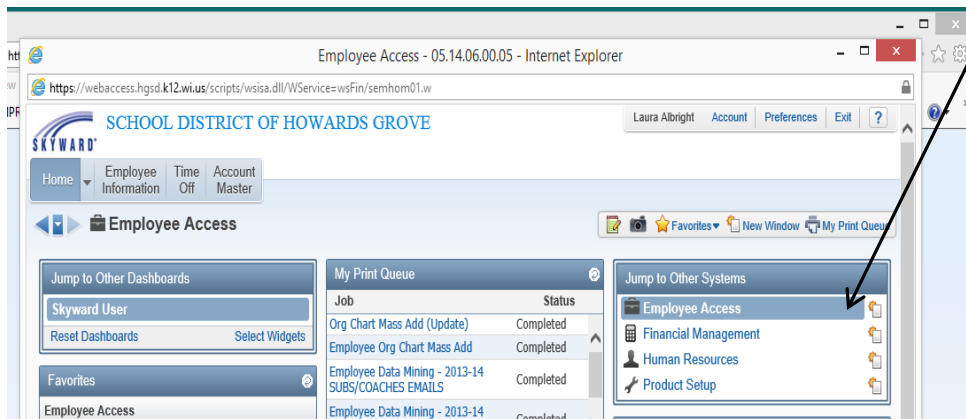
Go to the District Website homepage

Click on the word Staff within the yellow bar near top, right side

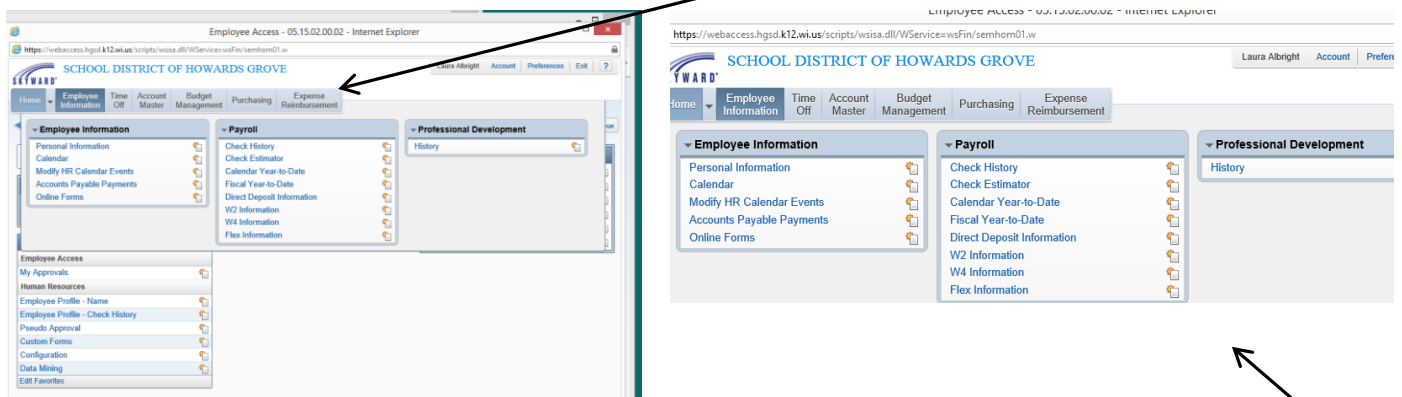
Click Employee Access



Enter your Log in ID and Password and Click Sign-In. New window appears, click on Employee Access



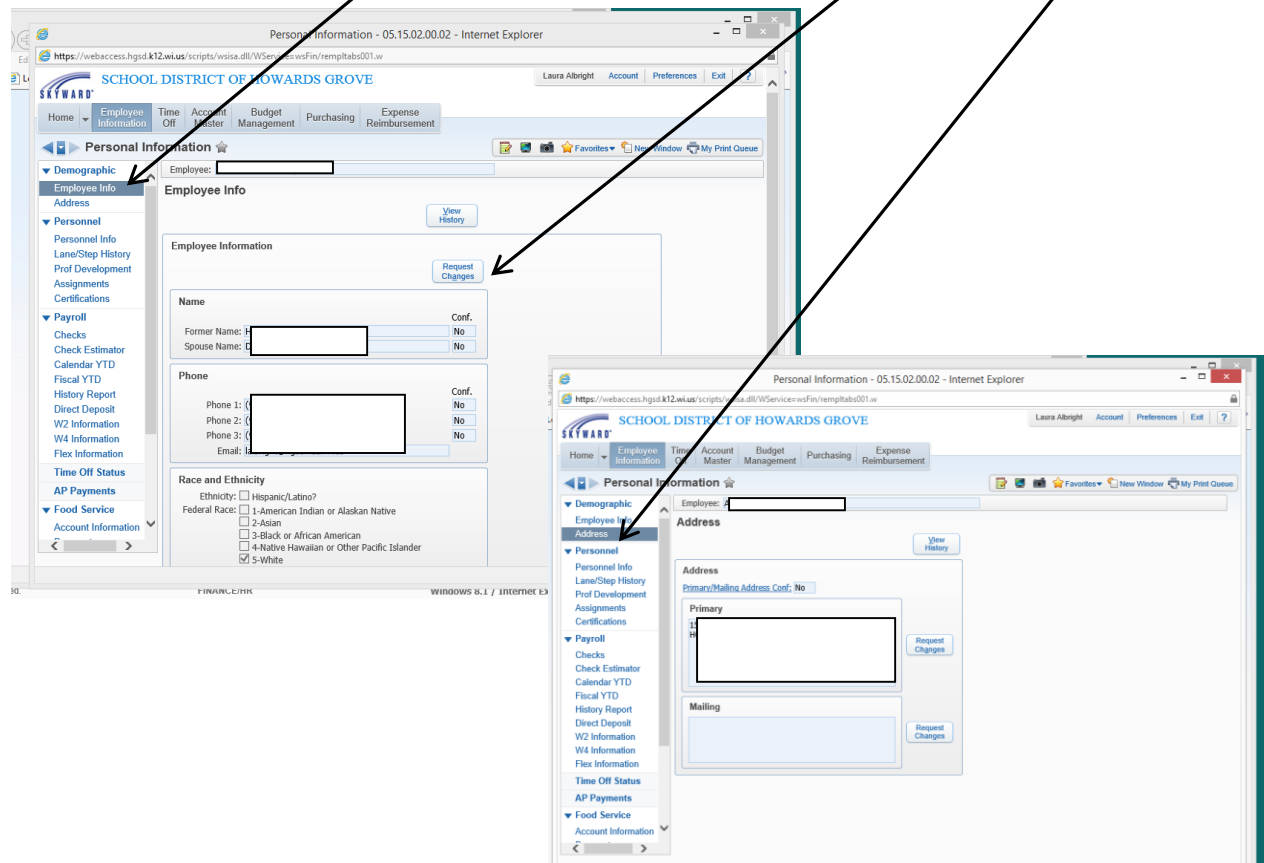
New screen appears, look for the tabs across the top named, HOME, EMPL INFO, TIME OFF, etc....



Click on tab depending on what you need. Employee Information will bring up the following screen shot above.

You will see options to click on, or view your personnel information. Take a look at check history, use the check estimator, see earnings for current and previous years, and view or print W-2s. Check estimator is a handy feature to help you in your decision of how much State and/or Federal Tax withholding to plan for, and how your decision of how many dependents you list on your W-4/WT-4 will affect your take home pay.

If you would like to notify the district office of a new phone number, email or mailing address, you will find the area to do so under “personal information”. After you click on Personal Information wording. This screen below appears. You should see options under the “Demographics” in left hand column, named Employee Info and Address. Choose one, click the box on right side of screen to request a change. Enter info and click “SAVE”. When the request is saved by you, this does not automatically change the info. A notification of the requested change will be sent to the District Office – HR, to process and approve your request.



We want to continue to make easy to access information available to our employees. Please let me know what you may find valuable, or additional items that would assist you in our employee communications.

Thank you,

HGSD Payroll Dept.
920-565-5499