



## Employee Online User Guide Revised January 2020

District 49 uses an employee portal system called Employee Online. Employee Online, or “EO” is a web-based service that enables employees to:

- View and print check stubs
- View and print W-2s
- Set up or change your direct deposit
- Change your tax withholdings
- Change your address, phone number and emergency contact information
- View leave history detail
- View current position (job classification code) and hourly rate
- View current benefit coverage
- View education, course training records and certificates

Some features are not yet enabled, and some fields are not yet populated. This will change over time as the system matures.

### How to Access Employee Online

To access EO, follow this link <https://elp-eo.businessplus.powerschool.com/EmployeeOnline>. You will also find this link to Employee Online at the D49.org/team page under the Technology & Program Login dropdown list.

When you access this site, you will be required to enter both your EMPLOYEE ID number (labeled as USER) and your PASSWORD.

- **USER:** This is your employee ID number. Find the number on your employee badge and add an “E” before the first number. Whenever you use your employee ID number, be sure to include “E” and all of the digits including the leading zeros.
- **PASSWORD:** If this is the first time accessing Employee Online, your password is your nine digit social security number (no dashes or spaces). If you have accessed Employee Online before, this is the unique password that you have created.

### Setting Your Password

Upon logging into EO for the first time, the system will force you to change your password immediately.

Your new password must include both alpha and numeric characters and contain at least 6 but no more than 12 characters. Once you have established a new password, you will be prompted to re-enter your employee ID number and new password. You are encouraged to set a password that is secure, yet easy for you to remember. Remember to keep this in a safe place! Consider using one of the numerous mobile apps that help to manage usernames and passwords.

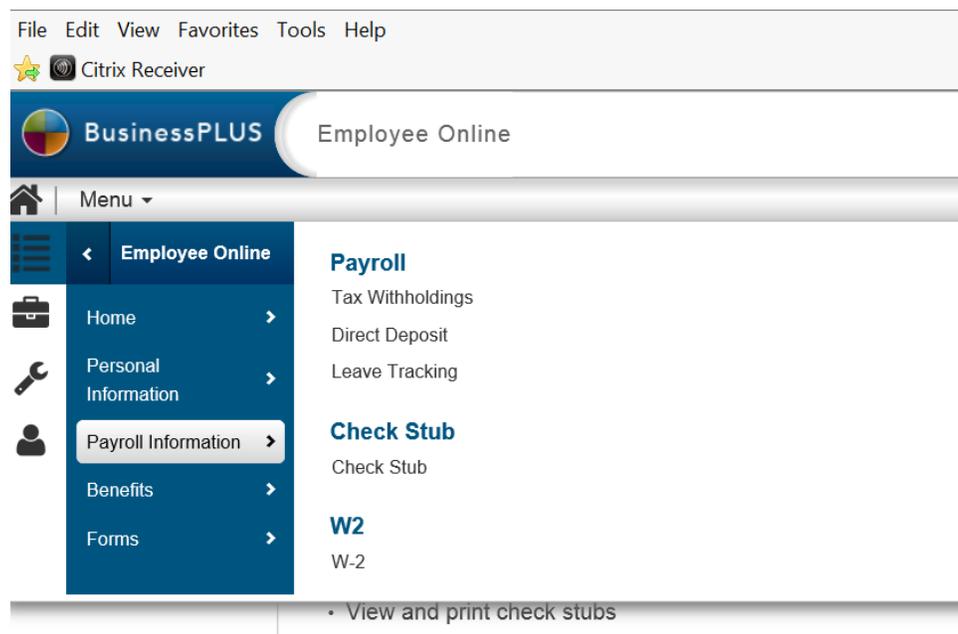
The system will only allow three attempts to match your password to your employee ID number. After three unsuccessful attempts, EO will lock you out. If this happens, you must contact human resources to have your account reset.

If, while trying to log in, you receive an "access restricted" message, it is likely due to a browser issue. Please try the link in a different browser. If you are still unable to access Employee Online sign in page, contact Human Resources.

### Access Your Paycheck Stub or W-2

To access your pay stub:

1. Log in to your EO
2. Click on **Menu** in the upper left side of the page



3. In the drop down menu, find and click on **Payroll Information**.
4. Find and click on **Check Stub or W-2**.

### Access Your W-2 Online

W-2s for 2019 will be available in EO on or before January 31, 2020. This is the **only** way to access your W-2. We will not be mailing them to your home address. EO only contains information starting with the 2018-19 school year. As was communicated previously, W-2s for 2017 and earlier were available in the old Employee Portal only through December 31, 2018. Access to the old Employee Portal ended on December 31, 2018. Therefore, W-2s from 2017 and earlier are no longer available.



### **Have Questions?**

Contact one of the human resources team members listed below if you have questions about Employee Online.

- ESP/Prof Tech/Extra and Co-Curricular – Sarina Cosgriff: [scosgriff@d49.org](mailto:scosgriff@d49.org) or x1198
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