



Payroll Department
701 North Madison Street
Stockton, CA 95202-1687
(209) 933-7001, Opt.1
FAX (209) 463-3054

BOARD OF EDUCATION
Cecilia Mendez, President
Maria Mendez, Vice President
Ray C. Zulueta, Jr., Clerk
AngelAnn Flores, Trustee
Scot McBrian, Trustee
Alicia Rico, Trustee
Vacant, Trustee
SUPERINTENDENT
John Ramirez, Jr.

TO: SUSD Employees
FROM: Tammy Reynolds, Payroll Operations Manager
SUBJECT: ONLINE PAYROLL STATEMENTS & LOG IN INSTRUCTIONS

This letter is to inform you that effective with the March 2013 end-of-month Payroll, Direct Deposit paid employees will no longer receive a Payroll statement in the mail. All employees will be able to view and print statements online by following the instructions listed below.

A kiosk printing station located in the Payroll department lobby is available for you to view and print your Payroll statement(s) during business hours.

This is a structural change only. It has no impact on your pay!

Online Payroll Statements Log-In Instructions:

- 1. Log into Stockton Unified School District webpage: www.stocktonusd.net
2. From the home page, click on the "Teacher & Staff Resources" link that is underneath the "Shortcuts" menu. Select the "Employee Online" link from the Teacher & Staff Resources page.

TEACHER & STAFF RESOURCES

District Links

- Administrative Directory
Administrators' Informational Handbook
Calendars
2015-16 Instructional
2015-16 Operations
2016-17 Instructional
Professional Development
Directory - Schools
E-mail
E-mail Password
Employee Online
Fillable Form
Sub Finder
Technology

Staff Links


- Common Core Resources
Curriculum Resources
Destiny Library
Go Sign Me Up
Google Apps for Education
Gooru Learning
Illuminate Staff Login
Instructional Guides
MAP Assessment
Moodle Online Resources
ParentLink
Synergy (District)
Synergy (Home)
Synergy Tutorial Videos


- 3. You will be prompted to input a user "User" and "Password".
a. User: User # will always be your personal District Employee ID #
b. Password: Your password is your entire social security # with no hyphens
*If you have logged in already, your password is one that you have created

Connect to susdprod

User:

Password:

 Login

 Help

4. You will be prompted to change your password and create one of your choice.
 - a. Login: District Employee ID #
 - b. Old Password: Your entire social security # with no hyphens
 - c. New Password: Create one of your choice. It can be numerical or alpha or both. It is not upper or lower case sensitive and up to 16 fields permitted
 - d. Confirm New Password: Re-enter your new password


Change Password - Connection: susdprod


Login:

Old Password:

New Password:

Confirm New Password:

 Change Password


 Help

5. Welcome Page: Follow the instructions listed on the page for directions in selecting your options

Home | Menu ▾

Home

Welcome



Welcome to the new Employee Online for Stockton Unified School District

[Please click HERE for a short video on how to navigate the new Employee Online](#)

Welcome to the Employee Online web site. In our continuing effort to provide you - a Stockton Unified School District employee - the most timely information, the District is offering you online access to view your leave balances.

In order to understand the information, you should be aware that the **accrual** information is up-to-date. The leave **usage** is current as of the end of the previous month and is updated every payday.

The accuracy of the information is dependent upon the timely and correct reporting by you to your site secretary and the submission of the information to the District business system. Please work through your site secretary to resolve inaccuracies.

Direct Deposit paid employees can view/print statements as of the January 2012 warrant forward. Employees that receive a physical check in the mail will be able to view/print warrants as of July 2012 forward.

© 1994-2010 PowerSchool. Log# 17.11.0.24 - susd-712-prod-businessplus-powerschool.com www.PowerSchool.com

Should you have any questions or require additional information regarding this memo, contact the Payroll Help Desk at 209-933-7001, Ext. 1, or you may dial Ext. 2000 from an in-District phone.