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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!

<u>Online Payroll Statements Log-In Instructions</u>:

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.

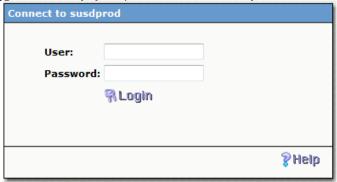## TEACHER & STAFF RESOURCES

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 Re:
- Employee Online   ←
- Fillable Forms
- Sub Finder
- Technology Supp

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

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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

Employee Online

SUSD Production Account

Employee Online

EO Home
- Message Page
- Forms

Pay Information
- Leave Tracking
- Check Stub
- W2 Info

Welcome

Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date.

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.

Instructions

Step 1: Choose an area
Select the tab for the area with the information that you want to change.
Step 2: Select the record that you would like to modify.
Choose the record you would like to modify.
Step 3: Submit request
Click on the button to submit your request.
Step 4: Repeat as needed.
Repeat the process in other areas of Employee Online as needed.

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.