



Employee Online User Guide Revised January 2019

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.
- Process address and phone number changes.
- View current position (job classification code) and hourly rate.
- View current benefit coverage.
- View education, course training records and certificates.
- Display leave history detail.

Some features are not yet enabled, and some fields are not yet populated. This will change over time as the new 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 at the D49.org homepage under District Employees. It is listed as “Employee Online”. When you access this site, you will be required to enter both your EMPLOYEE ID number and your INITIAL PASSWORD.

- EMPLOYEE ID: find the number on your employee badge and add an “E” before number. Your employee ID is made up for all of the E and six digits. Whenever you use your employee ID number, be sure to include “E” and all the digits including the leading zeros.
- INITIAL PASSWORD: your nine digit social security number (no dashes).

Setting Your Password

Upon logging into EO for the first time, the system will force you to change your initial 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 to help manage usernames and passwords.

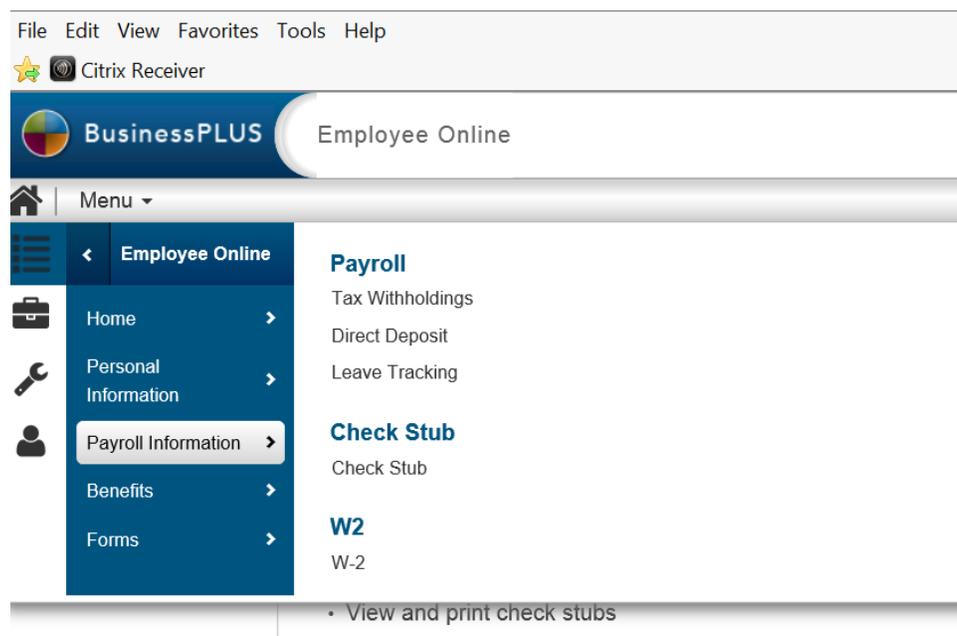
The system will only allow three attempts to match your password to your employee ID number. After three unsuccessful attempts, EO will lock you out. If this happens, you must contact human resources to have your account reset.

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 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**. (W-2s will not be available until the last week of January.)

Access Your W-2 Online

W-2s will available in EO on or before January 31, 2019. 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. Therefore, you will only find 2018 W-2s in EO.

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.



Job Information

When you view your Job Information, you will not see your actual job title listed. Rather, you will see a job classification code as your current position as well as a substitute position. Every employee will show a substitute position. However, unless your primary position is a substitute, this will be blank.

Job Information

Current Position

SUB (000SUB)

Job:	SUB (000SUB)	Dates:	7/1/2018 - 6/30/2019
Bargaining Unit:			
Department:		Division:	
Salary Schedule:	Indx not in slytble		
Salary Grade:	Indx not in slytble	Step:	01

Rates

Hourly:	0.00	Daily:	0.00	Per Period:	0.00
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Have Questions?

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

- Administrators - Sandra Nemer: snemer@d49.org or x1110
- ESP/Prof Tech – Michaela Vanderheiden: mvanderheiden@d49.org or x1156
- Licensed - Sarah Glauvitz: sglauvitz@d49.org or x1139
- Substitutes - Tiffany Copple: tcopple@d49.org or x1115