

## **EMPLOYEE PORTAL**

### **User Quick Reference Guide**

1. Click on the Employee Portal link available under “Staff” on the Pleasant Valley School District web site.
2. Enter the assigned login and password\*. Upon first login, your **MY ACCOUNT** screen will display.
  - \* The assigned login is your last name plus the last four digits of your social security number. The default password on the initial login is your last four numbers of your social security number.
3. Upon entry into the Portal, **enter a new password and enter/change your e-mail address.**
4. Create a password question and answer to use in the event that you forget your password.
5. **SAVE** the changes.
6. The **Message Center**, **Employee**, and **Other Sites** tabs will display.

#### **Message Center Tab**

By default, the **Message Center** displays available messages loaded by the School District. These messages may have attachments.

#### **Employee Tab**

1. Click the **Employee** tab to display all available employee options.
2. Select each option to access that online feature.

#### ***Pay History***

1. By default, the current year displays in the **Year** field. As needed, select a different year from the drop down list box. All checks display.
2. Click the desired **Check Number**. The stub for that date will display.
3. Review the check stub. You can use your browser’s print feature to print the check stub.

#### ***Personnel***

1. Scroll down the entire page and review for accuracy.
2. **All employees will be making the following information updates on their initial login.**
  - A) Click on the **Request Change** tab at the top left hand side of the page.
  - B) Click on the “**Add Emergency Contact**” button. Please add/enter emergency contact information. No additional forms are required for completion of e-mail address or emergency contact information.
  - C) Upon completion of your update(s), click the **Submit** button located at both the top and bottom of the page.

#### ***Other Sites Tab:***

If you entered a change of address and/or a change in federal tax information, additional forms must be printed, completed, signed, and sent to Sylvia Gethen in the Business Office. Once these forms are received, changes in address and federal taxes will be approved and implemented.