

WELCOME TO EMPLOYEE ONLINE

Employee Online (EO) is a tool to view your pay and benefit information, personal information, such as address and phone numbers(s), e-mail address, emergency contact, direct deposit and specific job information.

Employees can also utilize EO to correct, change or update personal and tax information.

To access your EO account you will need to log onto the Highline Public Schools website at www.highlineschools.org.

When the **STAFF** tab is visible, click on it.



After clicking on the **STAFF** tab, a list will appear to the right of the screen. Click on the green button marked **EMPLOYEE ONLINE**.

This will take you to the login box for Employee Online.

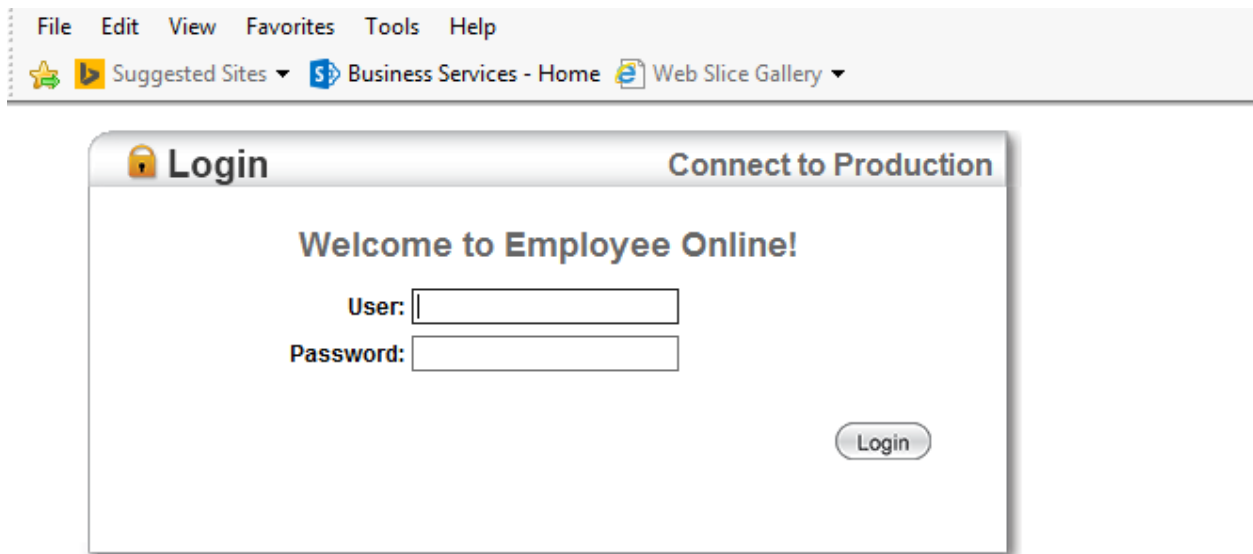


Employee Online Login screen

Once you have accessed the Employee Online login screen, your **USER** will be your five digit Employee ID number. If you do not know your Employee ID#, your timekeeper can give it to you, or you may call the Payroll Department at 206-631-3058 for assistance.

If you have never signed onto the Employee Online system, your current **PASSWORD** will be the last four digits of your Social Security number. Once you access your EO account, you have the option of changing your password.

Enter the **USER** and **PASSWORD** and either hit the **ENTER** key or click on **LOGIN**.



The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar (Suggested Sites, Business Services - Home, Web Slice Gallery). The main content area displays a login window titled "Login" with a "Connect to Production" link. The window contains the text "Welcome to Employee Online!" and two input fields labeled "User:" and "Password:". A "Login" button is located at the bottom right of the window.

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Employee Online Home Page

BusinessPLUS
a PLUS 360 Application

Employee Online

Employee Online | Timecard Online | Leave Tracking | Recruitment

EO Home

- [Message Page](#)
- [Employee Directory](#)
- [Forms](#)

Personal Information

- [Home Address](#)
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- [Family Info](#)


Pay Information

- [Leave Tracking](#)
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Job Information

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Welcome


HIGHLINE
PUBLIC SCHOOLS
A path to success for every student

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

Please feel free to browse your current payroll setup and make changes as needed.

Next payday will be 10/31/2016. Requests made in Employee Online prior to midnight 11/10/2016 will be considered for the check of 11/30/2016.

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.

HRMPlus

To view advertised positions and to apply to vacancies at Highline Public Schools:

[Click on this link](#) to access the HRM Plus on-line application system.

EO Dates

Here's a lool

Period	Per
LastDisp	160
Closing	160
Next	160
Effective	160

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Forms – access to a collection of District wide forms and instructions.

Home Address – view or update your current address information

- Be sure to set up your Primary Phone number (see Page 5) so you are able to receive important District calls

Emergency Info – view or update your emergency information

Leave Tracking – view your sick leave and/or vacation balances

Direct Deposit – view your direct deposit information

Check Stub – view your paystubs for the past 18 months

W4 Info – view or update your Federal Withholding Information

DRS Information – view your personal retirement plan information

W2 Info – view and print your past W-2 Forms

Current Job – access to your current position information

Current Calendar – view the calendar associated with your current position(s)

CBA Info – view the District webpage that contains all the current Collective Bargaining Agreements (CBA)

Historical Jobs – access to your past position information

License/Cert – access to license and certificated information

Training – access to training information

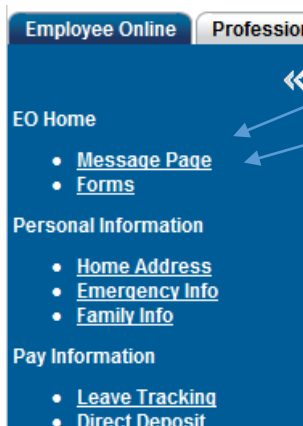
Professional Development Tab – check out available courses

Recruitment Tab – check out job postings

Setting your “Primary” phone code in Employee Online

Step 1

After logging into your Employee Online account, go to Personal Information, then Home Address.



Step 2

Select “Home Address”, then select the Edit icon in the lower right corner to edit your information.




Step 3

Edit your phone numbers – one phone MUST be identified as “Primary”.

You can also designate the same number with another code as shown below.

The screenshot shows the "Phones" section of the Employee Online interface. The section title "Phones" is in red. Below the title, there is a list of phone numbers. Each entry consists of a label, a dropdown menu, a phone number in parentheses, and a grid of input fields. The first entry is "Phone Number: PRIMARY PHONE CODE" with a dropdown arrow pointing down. A blue arrow points to the dropdown menu. The second entry is "Phone Number: CELL PHONE NUMBER". The third entry is "Phone Number: SMS TEXT MSG NUMBER" with a dropdown arrow pointing down. The fourth entry is "Phone Number: WORK PHONE NUMBER". The fifth entry is "Phone Number: CONTACT # FOR SUB SYSTEM". The sixth entry is "Phone Number: HOME PHONE". The phone numbers are (206) followed by a blacked-out area and two empty input fields.

Click  Save to save your changes