Northshore School District Employee Online (EO) Instructions

Introduction

Employee Online is available to all NSD staff members. Employee Online allows you to view and print your NSD pay stubs from any computer with internet access. It allows you to view and/or update information that NSD has on file for you including your home address, phone, emergency contacts, leave tracking, and retirement. It also allows you to view your federal tax status (Form W-4 information), yearly Form W-2s, as well as provide the ability to download important HR and Payroll forms.

Employee Online can be accessed from any home or work computer (PC or Mac) by using an internet browser such as Internet Explorer, Firefox or Chrome (please note that this system is not compatible with Internet Explorer versions 10 or higher.)

How to Access Employee Online

Go to your internet browser (Internet Explorer, Firefox, etc.) and enter the following URL address: <u>http://eo.nsd.org</u> (*Please note that this will redirect you to a secure site <u>https://eo.nsd.org/employeeonline/</u>)*

This will bring you to the Employee Online Login screen.

Current employees: Enter your five digit Employee ID and Password. Then click on the "Login" button.

Welco	ome to Employe	e Online
Employee	ID:	
Passw	ord:	
	Login	

New employee or a current employee who has forgotten their password:

<u>All new employees will receive an email to log into Employee Online once it is available.</u> Once you receive the email notification, you will need to go through the "Forgot Password" process to gain access. Upon access to Employee Online, please review your W-4 status and make any necessary changes. The system default for your W-4 is Single (marital status) and Zero (deductions & dependents).

For **both a new employee or a current employee who has forgotten their password**, click "**Forgot Password**?" on the Login page. The following screen will be displayed:

Forgot Your Em	ployee Online Password?	
password. An em reset requests ar	r Employee ID number below. Your passwor ail or PIN mailer request will be generated. e logged. ord reset requests may result in your ac	Please note that all password
Employee ID:		
Last Name:		
Zip Code:		
	1 Submit	

Enter your five digit Employee ID, Last Name and Zip Code. Your password will be reset to a temporary password and an email will be generated.

If you do not know your Employee ID, please contact Human Resources 425-408-7604.

Overview

After you have successfully logged onto Employee Online you will see the following screen.

Please refer to the **?** button on each screen for more detailed information.

P	BusinessPlus Employee Online	? 🗎	
*	Menu +		
	Home		
	Welcome		
	Hello Northshore Staff,		
	Employee Online has been upgraded.		
	The Menu no longer appears automatically on the left side. To access the Menu, which includes Employee and Payroll Information, click on the word "Menu" in the upper left corner.		
	Please direct any questions or concerns to Human Resources at human resources@nsd.org		
	EO Dates		
	Next payday will be 10/30/20. Requests made in Employee Online prior to midnight 11/17/20 will be considered for the check of 11/30/20.		

Click the "Menu" and choose "Employee Information" to see the following options:

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Menu +				
C Employee Online	Home	Employee Information	Benefits	
-	Welcome	Home Address	SEBB	
Employee >	Staff Directory	Education	Retirement	
Payroll Information		Professional Courses		

Click the "Menu" and choose "Payroll information" to see the following options:

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	Menu 🔻			
	Employee Online	Payroll	Tax Forms	
	Employee	Pay Stub	1095-C Affordable Care Act (ACA)	
		Leave Tracking	W-2	
		Tax Withholdings		
Pay	Payroll Information >	Deferred Compensation		