

Northshore School District Employee Online (EO) Instructions

Introduction

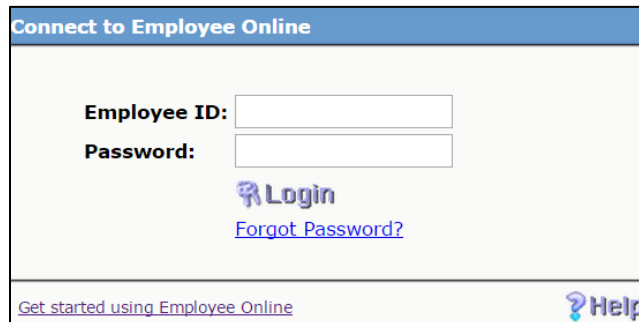
Employee Online is available to all NSD staff members. Employee Online allows you to view and print your NSD pay stubs from any computer with internet access. It allows you to view and/or update information that NSD has on file for you including your home address, phone, emergency contacts, leave tracking, retirement and benefits. 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.) You will enter your Employee ID and Password to gain access to your information.

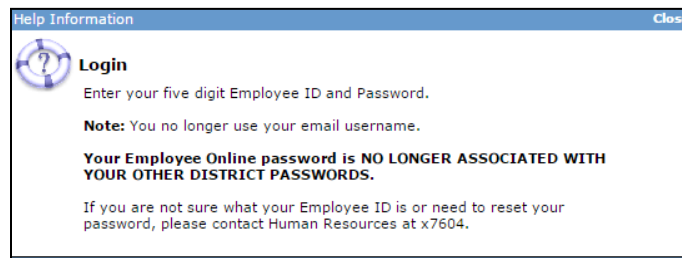
How to Access Employee Online

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

This will bring you to the Employee Online **Login** screen.



Enter your Employee ID and Password. Then click on the “**Login**” button located on the screen.



If you are a **new employee** or have forgotten your Password, click "Forgot Password?" The following screen will be displayed:


The screenshot shows a web form titled "Northshore Employee Online Login" with a sub-header "Forgot Your Employee Online Password?". Below the header, there is a paragraph of instructions: "Please enter your Employee ID number below. Your password will be reset to temporary password and an email will be generated. Please note that all password reset requests are logged." A warning message states: "Multiple password reset requests may result in your account being locked." The form contains three input fields: "Employee ID:", "Last Name:", and "Zip Code:". Below these fields is a "Submit" button with a right-pointing arrow icon. At the bottom of the form, there are two buttons: "Back" with a left-pointing arrow icon and "Help" with a question mark icon.

Fill in your 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.

The screenshot shows the "Employee Online" dashboard. At the top, there are two tabs: "Employee Online" and "Leave Tracking". On the left side, there is a blue navigation menu with the following sections and links:

- EO Home
 - Message Page
 - Staff Directory
 - Help
- Personal Information
 - Home Address
 - Emergency Info
- Pay Information
 - Check Stub
 - Federal Tax Info (W4)
 - W2 Info
 - 1095C Info
- Retirement
 - Retirement (DRS)
 - Optional Retirement Plans
- Benefits
 - Step 1: Family/Dependents
 - Step 2: Insurance
 - Step 3: Flexible Spending (optional)

The main content area is titled "Welcome" and contains the following information:

- Welcome to the Northshore School District Employee Online web site.
- Next payday will be 7/31/2018. Requests made in Employee Online prior to midnight 8/18/2018 will be considered for the check of 8/31/2018.
- 2017 W-4 Changes**
You can change your exemption status on your W-4 at any time by filing an amended W-4 form. Please complete the [W-4 form online](#). This must be done by the 15th of the month in which you want the change to become effective. If you have questions, you may contact Toni @ 425-408-7610 or tdamron@nsd.org in the Benefits Office.
- Benefits Qualifying Event Changes/Special Enrollment:**
Under certain circumstances, mid-year changes are permitted outside of Open Enrollment due to a qualifying event, such as the birth of a child or marriage. If eligible, click under the "Benefits" section to make your changes.
- IRS Form 1095-C**
The Benefits Office has issued Form 1095-C to employees. This form reflects information on the offer of health insurance coverage. You have received this form even if you waived our health insurance coverage.
- Please update your contact information**
- This is a reminder that the district uses an automated system to notify families and staff members in the event of inclement weather or emergencies. Please take a minute to verify your contact information in Employee Online is accurate. On the left side of this page find Personal Information and select Home Address, then scroll down to Phones.

If you are **benefit eligible**, please refer to the **Benefits** page on the district website, www.nsd.org for complete enrollment instructions.