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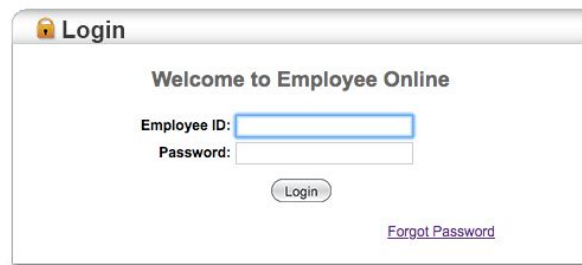
Employee Online can be accessed from any home or work computer (PC or Mac) by using an internet browser such as Internet Explorer, Firefox or Chrome (please note that this system is not compatible with Internet Explorer versions 10 or higher.)

How to Access Employee Online

Go to your internet browser (Internet Explorer, Firefox, etc.) and enter the following URL address: **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.
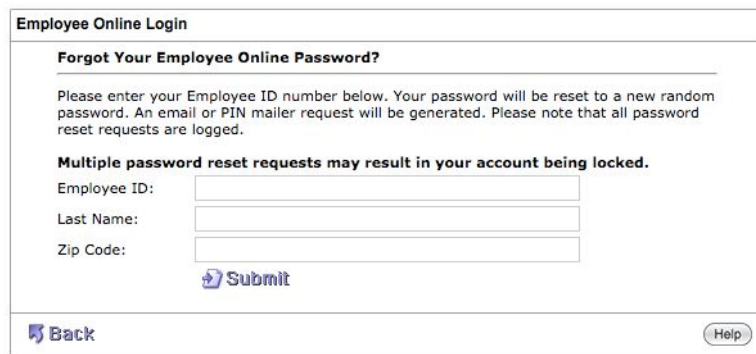
Current employees: Enter your five digit Employee ID and Password. Then click on the "**Login**" button.

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

All new employees will receive an email to log into Employee Online once it is available. 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:
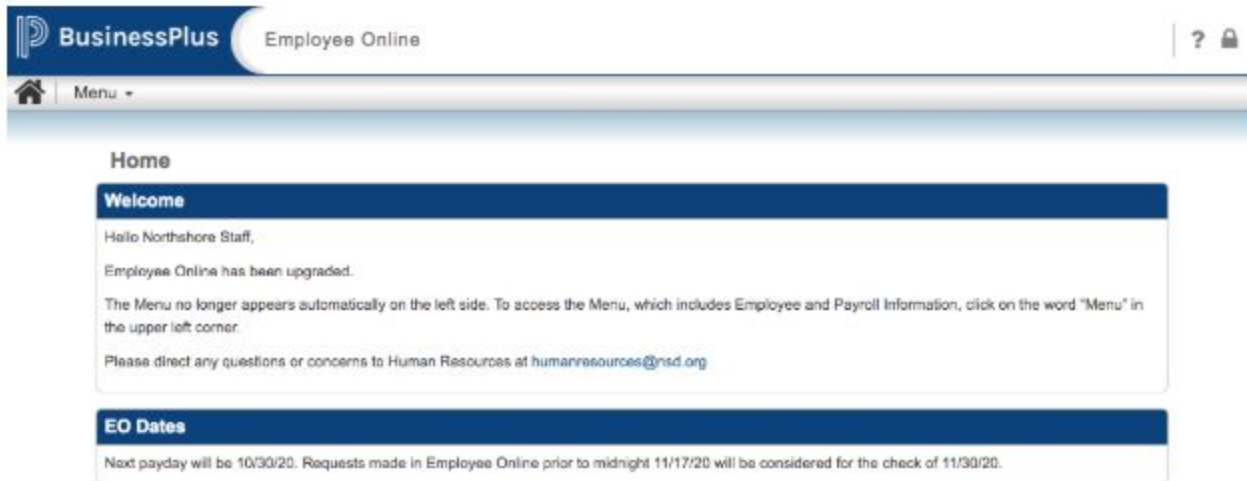
Enter your five digit Employee ID, Last Name and Zip Code. Your password will be reset to a temporary password and an email will be generated.

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.

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

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