



Davis School District

Learning First!

WWW



Payroll Management Orientation

- View and Print Paystubs and W-2's
- Make Changes to Personal Profile, Direct Deposit, Payroll Deductions, and Tax Withholding Information

Go to the District homepage at:

www.davis.k12.ut.us ➡ Click on “Quicklinks”



Click on “Payroll Management”

QUICKLINKS

DISTRICT LINKS

[Bus Routes](#)

[DSD Hotlines](#)

[Emergency Management](#)

[Policy Manual](#)

[School Maps](#)

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TOOLS

[Encore](#)

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New Employees Must Register



Welcome to Payroll Management [Login](#)

Login

Forgot Password

Register

Login

For Davis School District Employees Only

- View Checks
- Update Profile Info. (i.e. preferred name, address, phone #...)
- Update Payroll Info. (i.e. W4, Direct Deposit Accounts, Deductions)

To Setup an Account:

- Please click the 'Register' tab or on the 'Register' link.
- Follow the steps to create your account.

If you do not know your Employee ID, Security Questions, Password please call 801-402-5282 or 801-402-5236.

Employee Id or Social Security Number: (No hyphens or spaces) [Register](#)

Password: [Forgot Password](#)

Log In



Login to Payroll Management to enter your Direct Deposit and W-4 Tax Information!

Welcome to Payroll Management [Login](#)

[Login](#)

[Forgot Password](#)

[Register](#)

Login

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Password: [Forgot Password](#)



Log In



Create or Change Your Password



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) [View Checks](#) [View W2](#) [Update Profile](#) [Update Payroll Info](#)

[Profile](#) **[Password](#)**

Password Recovery Email

Password Recovery Email ?

Confirm Email

If you enter a 'Password Recovery E-mail' your password will be e-mailed to you when you click on 'Forgot Password'.

Password and Security Question Reset

Enter and confirm a new Password.
You may also change your security questions, then click 'Save' below.

New Password ?

Confirm Password

This password will stay the same unless you change it.
(You do not have to change it every few months like you do with your Encore and E-mail password.)

Security Question 1

Answer

Security Question 2

Answer

Pick security questions you will remember!

Enter Your W-4 Tax Information

Marital Status AND W-4 Withholding Allowances!

A check cannot be created without this information!

Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) | [View Checks](#) | [View W2](#) | [Update Profile](#) | [Update Payroll Info](#)

[W4](#) | [Direct Deposit](#) | [Deductions](#)

[Request W4 Changes](#) ?

Have Tax Questions? [IRS Tax Information Website](#) - [Sample W4 Form](#)

* New change requests will override any previous, pending requests you may have.

Currently | **Request a Change to**

W4 Allowances:

W4 Withholding Status: ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate

Exempt from federal income tax withholding: ☐ No ☐ Yes

I want this to take effect starting on:

W4 Request History


No requests made

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Note: The Payroll Department cannot give advice on what to enter for your personal tax information. If you have questions please contact a tax professional or go to the IRS website at www.irs.gov

Enter and Change **Direct Deposit** Information

If you are unsure of your Routing Number or Account Number please check with your bank. It is YOUR responsibility to make sure your Direct Deposit information is always accurate and current. Incorrect information will lead to delays in receiving your pay check.



Welcome: HOMER J. PIMPSON - DAVIS

W-4 Direct Deposit De

Main Account ?


[See my history of requests](#)

* New change requests will override any previous, pending requests you may have.

Currently	Request a Change to
Routing Number:	<input type="text"/>
Account Number:	<input type="text"/>
	Retype Account Number <input type="text"/>
Deposit To:	<input type="radio"/> Savings <input type="radio"/> Checking

I want this to take effect starting on: ?

Example Routing and Account numbers



Your Bank Address of Your Bank Lenexa, KS 66215	
FOR	
⑆123456789⑆	⑆1234567⑆
⑆123456789⑆	⑆1234567⑆
Bank Routing Number	Bank Account Number

Add up to 4 additional accounts!

Current Additional Accounts ?

Add New Account

Reorder Account Priorities

Change **Deductions**

Change, Stop or Start Certain Current Deductions

Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) | [View Checks](#) | [View W2](#) | [Update Profile](#) | [Update Payroll Info](#)

W4

Direct Deposit

Deductions

Deductions

Deduction	Amount	Status	
BACKGROUND CHECK FEES DCSD	24.63	Active	This deduction is view-only
NBS FLEX HEALTH	60	Active	This deduction is view-only
UT CLSFD EMPL ASSOC DUES ALL	13.26	Stopped	This deduction is view-only
UTAH RETIREMENT SYSTEM	10	Active	This deduction is view-only
UTAH RETIREMENTS SYSTEMS 457	75		Start
UTAH RETIREMENT SYSTEMS 401K	65	Stopped	Start
ING RETIREMENT PLAN ROTH IRA	75	Stopped	Start

* New change requests will override any previous, pending requests you may have.

Deductions Request History

No requests made

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View and Print Your **Check Stubs**



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#)

[View Checks](#)

[View W2](#)

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[Update Payroll Info](#)

Paychecks by Year

< Previous Year

2013 ▼

Next Year >

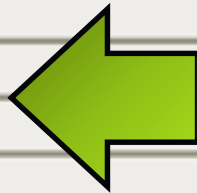
Check Date	Gross Pay	Net Pay	
07/31/2013	3,150.15	2,236.98	 Paycheck
06/30/2013	3,150.15	2,236.98	 Paycheck
05/31/2013	3,150.15	2,236.98	 Paycheck
04/30/2013	3,150.15	2,236.98	 Paycheck
03/31/2013	3,150.15	2,236.98	 Paycheck
02/28/2013	3,150.15	2,236.98	 Paycheck
01/31/2013	3,150.15	2,236.98	 Paycheck

View/Print

View and Print Your **W-2's**

W2s



Year
2012 - Print
2011 - Print
2010 - Print
2009 - Print
2008 - Print



The 5 most recent W-2's will be available.



Change Profile/Personal Information



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) [View Checks](#) [View W2](#) [Update Profile](#) [Update Payroll Info](#)

Profile Password

Request Profile Changes [?](#)
[See my history of requests](#)

* New change requests will override any previous, pending requests you may have.

Currently	Request a Change to
Actual Full Name:	(Visit payroll for actual name changes)
Preferred Last Name:	<input type="text" value="SIMPSON"/>
Preferred First Name:	<input type="text" value="HOMER"/>
Primary Phone:	<input type="text" value="5551234567"/> ?
Alternate Phone:	<input type="text" value="5551235678"/> ✖ ?
Birthday:	<input type="text" value="07/04/1958"/> ?

Address 1:	<input type="text" value="742 EVERGREEN TER"/> See list of address abbreviations
Address 2:	<input type="text"/> ✖ ?
City:	<input type="text" value="SPRINGFIELD"/>
State:	<input type="text" value="Utah"/>
Zipcode:	<input type="text" value="84025"/>

Marital Status:	<input type="radio"/> Single <input checked="" type="radio"/> Married
Spouse Name:	<input type="text" value="MARGE SIMPSON"/> ✖
Spouse Birthday:	<input type="text" value="12/25/1959"/> ✖ ?

Questions?

Call the Payroll Department:

801-402-5282

THANK YOU!

