

# Guide to Employee Online

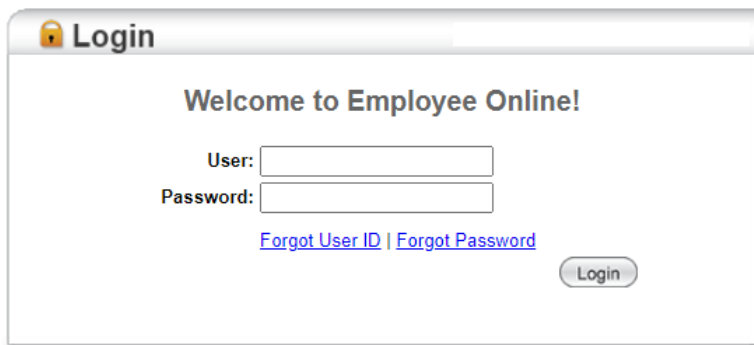
Employee Online (EO) provides valuable information including:

- check stubs
- W2 and ACA forms
- personal information and emergency contacts
- direct deposit and W4 forms

EO can be accessed with any browser – including Chrome, Safari, Firefox, etc.

## Logging into Employee Online

- To log into your Employee Online account go to <https://bloomfield.mipeer.org/ifas7/login/login.aspx?ReturnUrl=%2fBusinessPlus%2femployeeonline%2fEOHomePage>
- Enter your user name and password.
  - User: Your user id is your employee number that begins with an E.
  - Password: Your initial password is your social security number without the dashes.



## Navigating Employee Online

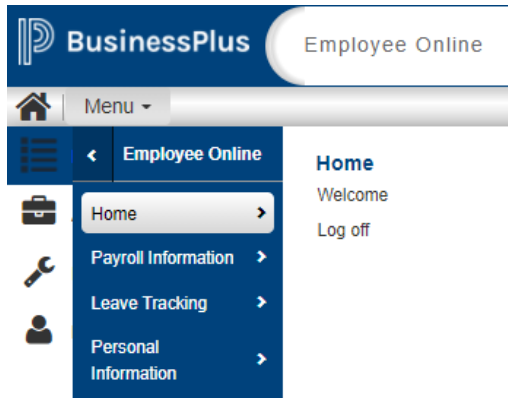
### MAIN MENU

After logging in, you will be on the Main Menu.

Click on the Menu drop-down button to view your options. (Menu contents vary by district)



Click on the name of the menu item to view that menu.



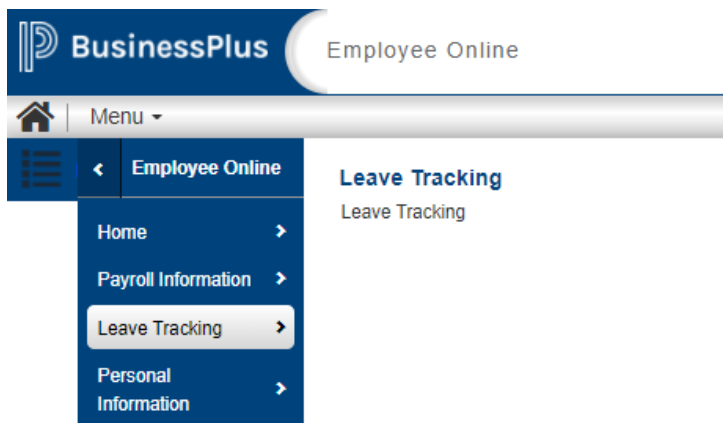
## PAYROLL INFORMATION

In the Payroll Information menu you can view your check stub, tax documents, and print payroll forms.



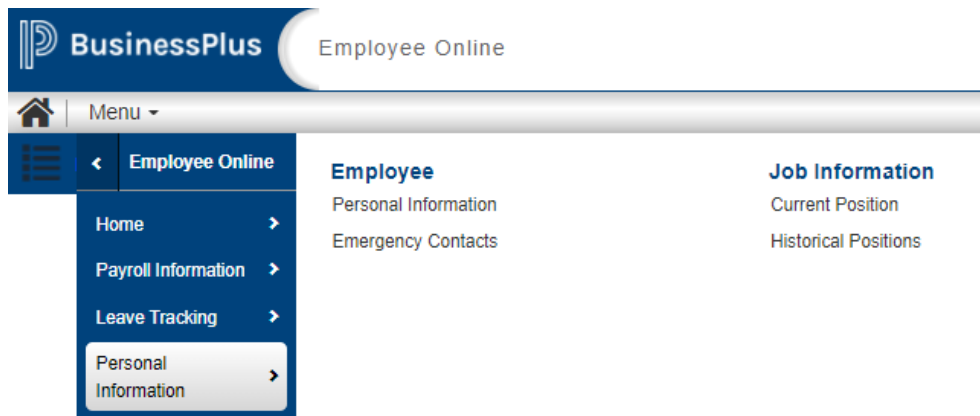
## LEAVE TRACKING

If the Leave Tracking menu is present, you can view your leave usage and balances.



## PERSONAL INFORMATION

In the Personal Information menu you can view your personal and job information.

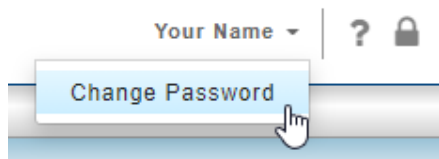


## NAVIGATION GUIDE

Clicking the home button will take you back to the main menu.



Clicking on your name in the upper right corner will give you the option to change your password.



Clicking on the padlock in the upper right corner will log you out of Employee Online. You can also log off using the link on the Welcome screen or in the Home menu.

