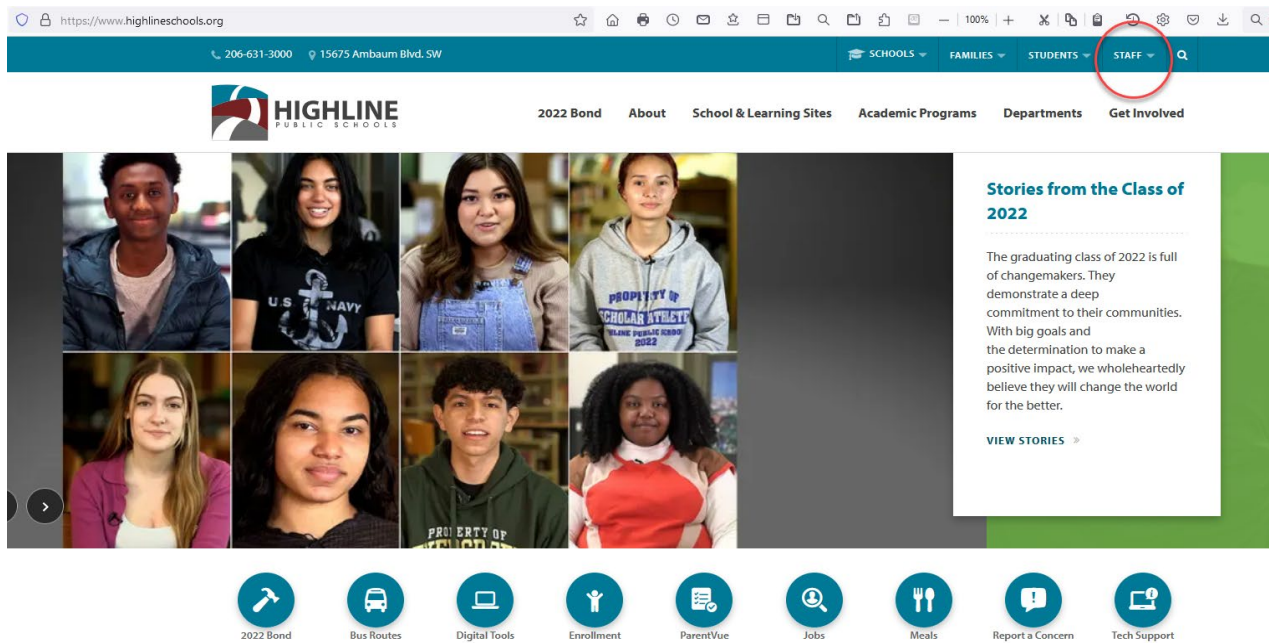


WELCOME TO EMPLOYEE ONLINE

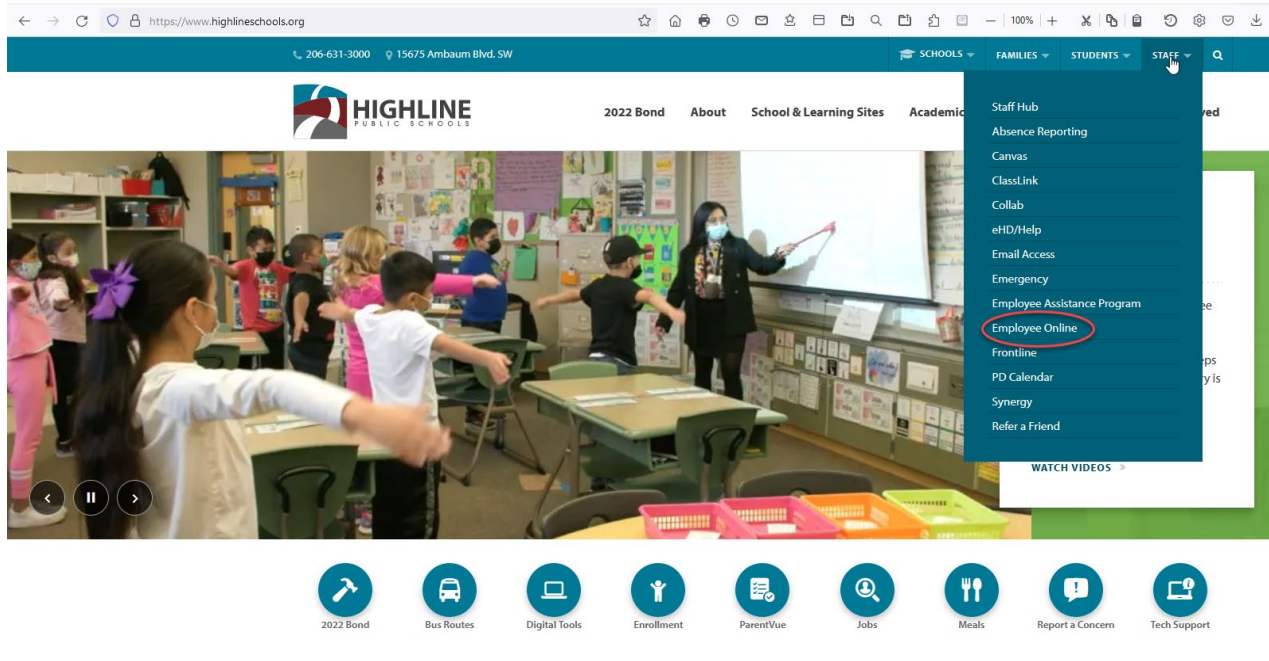
Employee Online (EO) is a tool to view your pay information, personal information, such as address and phone numbers(s), e-mail address, emergency contact, direct deposit and specific job information. Employees can also utilize EO to correct, change or update personal and tax information.

To access your EO account first log onto the Highline Public Schools website at www.highlineschools.org.

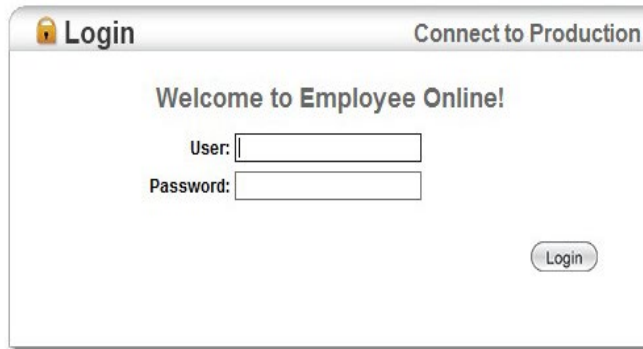
When the **STAFF** tab is visible, click on it.



After clicking on the **STAFF** tab, click on **EMPLOYEE ONLINE**.



Employee Online Login screen



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Once you have accessed the Employee Online login screen, your **USER** will be your five-digit Employee ID number. If you do not know your Employee ID#, your timekeeper can give it to you, or you may call the Payroll Department at 206-631-3058 for assistance.

If you have never signed onto the Employee Online system, your current **PASSWORD** will be the default password HPSxx/xx/xxxx (the x's are your birthdate, you must include the /'s).

Once you log in, you will be prompted to create a new password. Please note: your old password is the default password.

Your new password must contain:

At least 8 characters (can be up to 15)

A numeric value (must include a 1, 2, 3 through 0)

Upper Case/Lower Case (must include at least one upper or lowercase letter)

A Special Character (!, @, #, \$, %, &, *, ?, /, \)

Employee Online Home Page

The screenshot shows the BusinessPlus Employee Online interface. At the top, there is a blue navigation bar with the BusinessPlus logo on the left and 'Employee Online' on the right. Below this, a 'Menu' dropdown is open, displaying a list of navigation options: Home, Payroll Information, Personal Information, and Benefits. The main content area is split into two columns. The left column, titled 'Home', contains a 'Welcome' message. The right column, titled 'Forms', lists various forms and documents available for download or viewing, including Check Stub Explanation, Connecting to Your Computer, W-4 Form, Federal Tax Withholding Estimator, Direct Deposit Form, GESA Credit Union Deduction Form, Policy 5409 - UNPAID HOLIDAYS FOR MATTERS OF FAITH, Policy 5409 - FORM, W2-Back of Form, and 1095C Back of Form. At the bottom of the page, the Highline Public Schools logo is prominently displayed.

Forms – access to a collection of District wide forms and instructions.

Home Address – view or update your current address information under Personal Information

Emergency Contacts – view or update your emergency information

Leave Tracking – view your sick leave and/or vacation balances under Payroll Information/Leave Tracking

Direct Deposit – view your direct deposit information

Check Stub – view your paystubs for the past 30 months

W4 Info – view or update your Federal Withholding Information

DRS Information – view your personal retirement plan information

W2 Info – view and print your past W-2 Forms

Current Job – access to your current position information under Personal Information

Current Calendar – view the calendar associated with your current position(s)

CBA Info – view the District webpage that contains all the current Collective Bargaining Agreements (CBA)

Historical Jobs – access to your past position information

License/Cert – access to license and certificated information

Training – access to training information