Employee Portal – Processing for Employees

Revised: 4/2021

The Employee Portal allows you (the employee) to access your personal records, change your basic information, request leave time, request a reimbursement, project pay, view direct deposit vouchers, view W2's, respond to questions from the business office and human resource department, such as contract amounts and much more.

Login and Navigate the SDS System

Your administrator may have provided you with a letter or instructions on where to access the system and your personal **User ID** and **Password**.

Login

To log into the Employee Portal follow the instructions below.

1. Locate the Employee Portal URL (link) that your administrator/tech has provided you
2. Open your browser (i.e. Internet Explorer) and type in the URL into your browser's address bar **(i.e.http://sslxx.schooloffice.com/districtname/sdsweboffice/login.aspx)**
3. Enter your User ID and Password***
4. Select Menu view selection
   o Menu Left
   o Menu Top

***User ID=3 digit employee number
Password=last four of social security number (unless the employee changed)
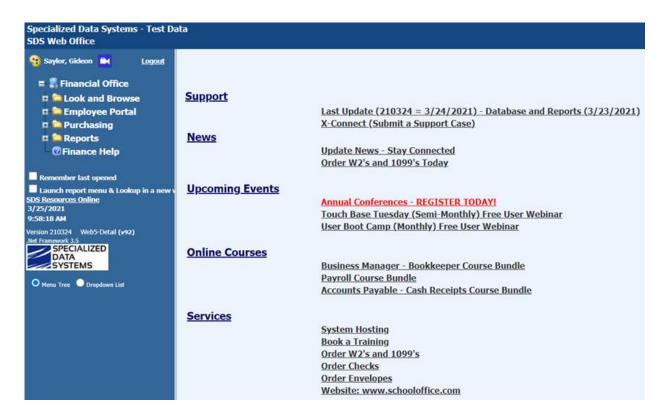If unknown, please contact Carrie Bowen at the District Office.

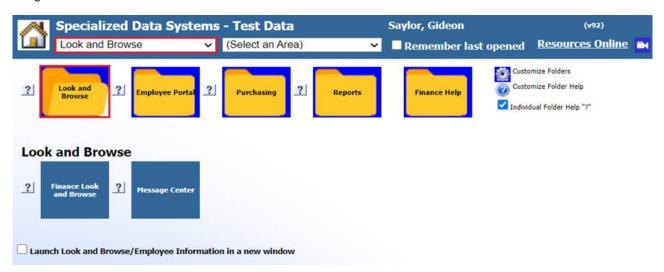5. Select Login

Navigate the System

Depending on the selection you choose when you log into the system you will be able to view the menu tree on the left side of your login screen or the top of the screen. (Review the screen shot above).

Menu Options

1. By selecting the Menu Left the menu tree will show on the left side of the screen.

2. By selecting the Menu Top the menu will show at the top of the screen. The Far Left Dropdown box will display the Menu Heading being selected.

    a. The dropdown box just to the right of that will display the options for the selected menu heading.

3. By selecting the Menu Folders, you can use the folder icon to select the Application to view.