# Guide to Employee Online

Employee Online (EO) provides valuable information including:

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

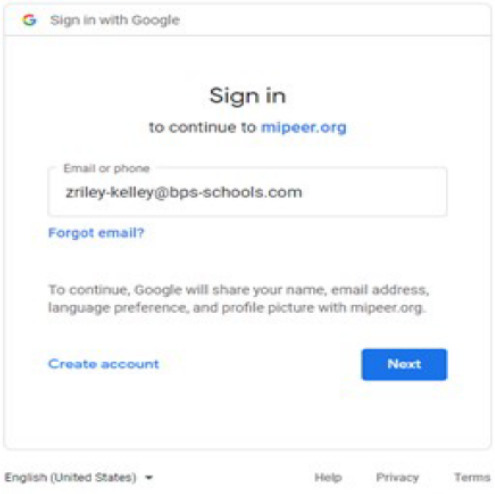
EO can be accessed with any browser – including Chrome, Safari, Firefox, etc.

In order to access Employee Online you must be on the district network - either onsite or via VPN.

## Logging into Employee Online

- To access Employee Online go to: https://birmingham.mipeer.org/BusinessPlus/employeeonline/eohomepage

- You will use your Birmingham Google account. Users who have an employee account and an administrator account will now only have one account to access both systems.
- For those that don't know, your google username is the same prefix as your computer username and outlook email address, but instead of it being **@birmingham.k12.mi.us** you use **@bps-schools.com**. The password should be the same password you use to log into the computer.




When you click the link to log into Business plus, you will be presented with a screen like this. Enter your Google address and click next.

On the next screen, enter your password and click next. You will then be signed into the system.

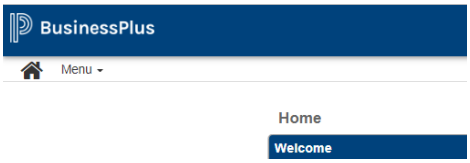
If you have trouble accessing the system, please submit a ticket or email at:

HelpDesk@Birmingham.k12.mi.us

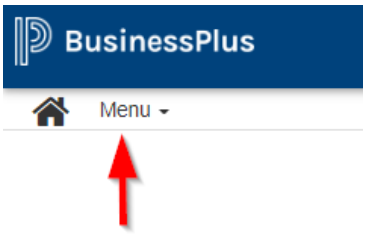
# Navigating Employee Online

## MAIN MENU

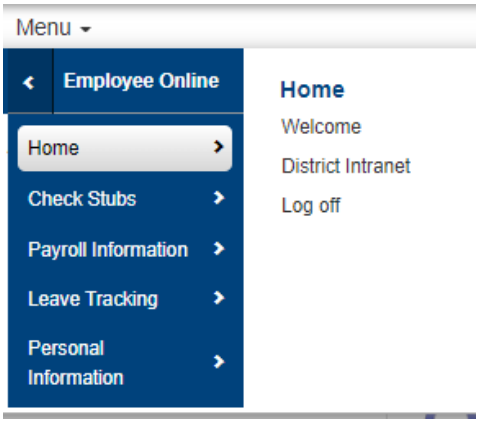
After logging in, you will be on the Main Menu Welcome screen.




Click on the Menu drop-down button to view your options.

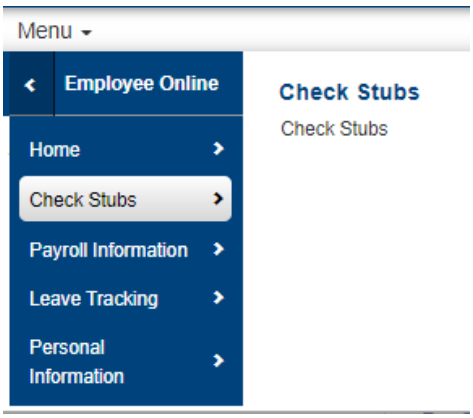



Click on the name of the menu item to view that menu.



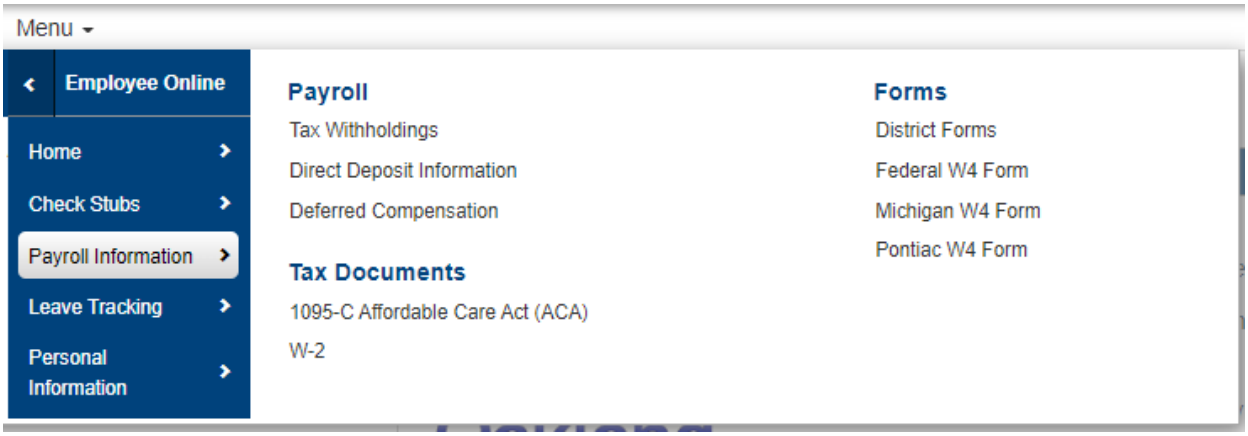

## CHECK STUBS

In the Check stubs menu you can view your check stubs.



## PAYROLL INFORMATION

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

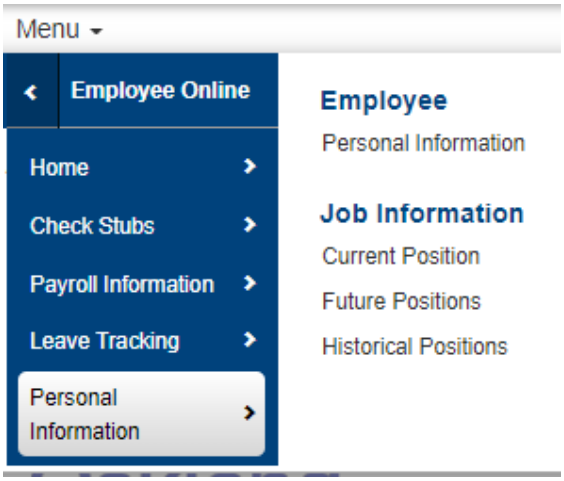



## LEAVE TRACKING

The Leave Tracking menu is currently not set up for Birmingham Schools. Please check your Frontline Absence Management account for current balances.

## PERSONAL INFORMATION

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

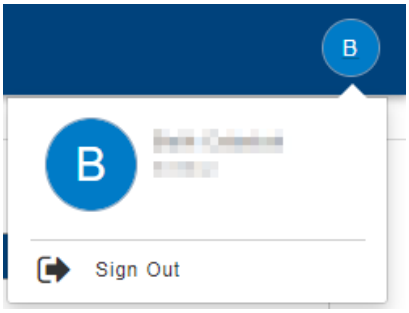


**NAVIGATION GUIDE**

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 sign out of Employee Online.




You can also log off using the link on the Welcome screen or in the Home menu.

