

Accessing Employee Web

Flushing Community Schools uses an online application that provides you with access to your payroll and human resources related information. You can view wage, tax, and attendance information, print your check stubs and even reprint W-2s when needed.

Accessing Employee Web: Go to district website. Select Staff Resources. Select Employee Web.

www.flushingschools.org

The system does require the use of your work email, not your personal email.

What do you need to do? Follow each of these steps in order.

Step 1: Open the Employee Web link on the district's website.

Step 2. Don't do anything on the first screen except click on **Register for Access** on the left side as shown below.



EmployeeWeb Log In

Work Email

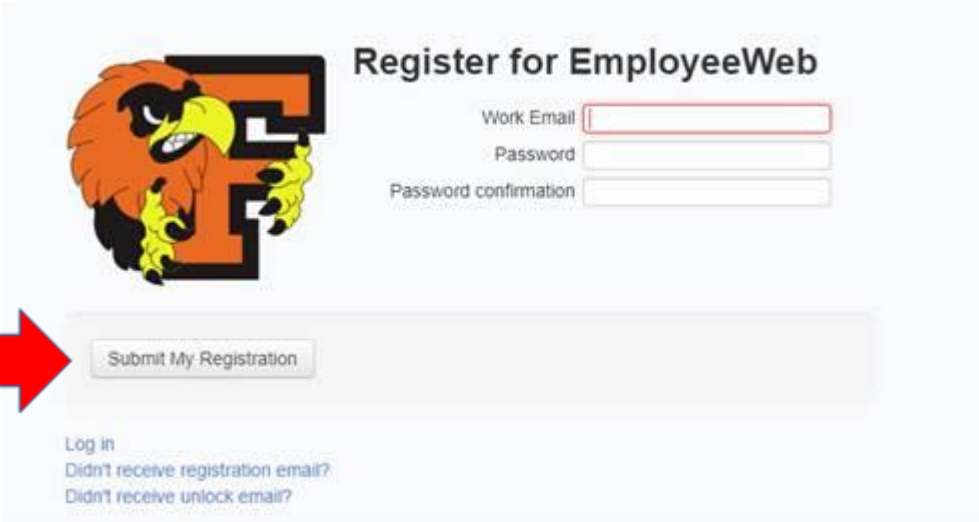
Password

Register for Access
New to EmployeeWeb?

Log In

[Forgot your password?](#)
[Didn't receive registration email?](#)
[Didn't receive unlock email?](#)

Step 3: Fill in your work email and a password (at least 7 characters long) in the popup box as shown below. [Click Submit My Registration](#)



The registration form for EmployeeWeb features a cartoon bird logo on the left. To the right, there are three input fields labeled 'Work Email', 'Password', and 'Password confirmation'. Below these fields is a 'Submit My Registration' button, which is highlighted by a large red arrow. At the bottom of the form, there are links for 'Log in', 'Didn't receive registration email?', and 'Didn't receive unlock email?'.

Step 4: You will receive an email as shown below.



Step 5: Open the email and click on the confirmation link included in that email.

[Confirm my EmployeeWeb Registration](#)

Step 6: That will take you back to the login screen. Enter your email and password and you will have access to the system.

Done! You are registered and ready to use the new Employee Web. This is where you will print check stubs when needed, copies of W-2's, etc. Forgot your password? Just click the link below and you'll be able to set up a new one.



The login form for EmployeeWeb features the same cartoon bird logo. To the right are two input fields for 'Work Email' and 'Password'. Below these is a 'Log In' button. A link 'Register for Access' with a circular arrow icon is also present. At the bottom, there are links for 'Forgot your password?', 'Didn't receive registration email?', and 'Didn't receive unlock email?'. A large red arrow points to the 'Forgot your password?' link.