



## SYLOGIST EMPLOYEE PORTAL SETUP AND USAGE INSTRUCTIONS

After account set up, you will be able to view the following using your Sylogist Employee Portal:

- Paystub
- Tax Forms

○ **To access your Employee Portal:**

- To access the Sylogist Employee Portal: <https://oked.sylogist.com/Stillwater/> or click the “Sylogist” icon on the Staff page of the School Website or Finance Department Page
- If you have a Stillwater Schools email or a Gmail account:
  - Click “Sign in with Google”
- If you have an Outlook, Live, or Hotmail account:
  - Click “Sign in with Microsoft”
- If you have a different email domain, please email [dburnsed@stillwaterschools.com](mailto:dburnsed@stillwaterschools.com) for an activation email and temporary login information. The activation email is valid for 7 days.
- Your username will be display at the top of the screen
- Account recovery/two factor authentication is required for all staff
- To set up additional verification code options:
  - Click on “Options”
  - Click on “Account”
  - Enter a phone number or an additional email
- To set a password:
  - Log out
  - Then enter username
  - Click "forgot my password"
  - Set password

○ **To view and print pay stubs:**

- Click the “Pay Info” Tab at the top of the screen
- Click in the box or on the down arrow on the right of the screen next to “Pay Period”
- Choose the Year/Month you would like to view
- Click on the black picture of the disk next to PDF to download and then print or save as needed

○ **To access electronic copies of your annual employee tax forms:**

Please note - If you sign your E-Consent, paper tax forms will not be mailed to you

- Select the tab at the top of the screen that is labeled “IRS E-Consent”
- Click in the box under each statement and choose “I accept”

○ **To view and print tax forms:**

- Click the “IRS E-Consent” Tab at the top of the screen
- Click in the box or down arrow on the right of the screen next to “Select Tax Year”
- Choose the year that you would like to view
- Click on one of the following as needed to download PDF and enable printing:
  - W-2 Copy B - To Be Filed with Employee’s Federal Tax Return (PDF)
  - W-2 Copy C - For Employee’s Records (PDF)
  - W-2 Copy 2 - To Be Filed with Employee’s State, City, or Local Income Tax Return (PDF)
  - ACA Form 1095-C, Employee Copy (PDF)