

EMPLOYEE ONLINE INSTRUCTIONS

GETTING STARTED:

1. Go to the Weber School District Home Page www.wsd.net. First, the **Appropriate Use Policy** (AUP), located at the very bottom of the page, must be read and signed at the start of each school year. Next, go to the Quick Links at the bottom of the page and click on **Employee Online**, or you can go directly to the **employee online login at eo.wsd.net**.
2. Login using your desktop username and password, your "daily login".
3. **New Hires, logging on for the first time:** Your **username** is usually the first two letters of your first name and your last name. Contact the helpdesk at 452-4444, if you have trouble with your username. Your **password** will be your 6-digit Employee No.
4. If you forgot your password, click on the **Forgot Password** link for help. Then you will need to exit employee online and try again.
5. If you have exceeded the number of attempts to sign on, or you are having trouble, call Human Resources/Payroll, 801-476-7886, for help.

NEW HIRES AND EMPLOYEES BECOMING ELIGIBLE FOR INSURANCE:

Located in the blue section on the left, go to the **Personal Information** section, and update your address, phone numbers, email address, and emergency contact information. Input your dependents (spouse and children) for insurance purposes. You will need to enter their Social Security numbers.

INSURANCE AND FLEXIBLE SPENDING:

OPEN ENROLLMENT IS AUGUST OF EACH YEAR. ENROLL ONLINE EACH YEAR FOR COVERAGE TO CONTINUE WITHOUT A BREAK. THE INSURANCE YEAR IS FROM SEPTEMBER THROUGH AUGUST. OPEN ENROLLMENT CLOSES AUGUST 31ST AT 5:00 P.M.

NEW HIRES AND EMPLOYEES BECOMING ELIGIBLE FOR INSURANCE WITH A HIRE/CHANGE DATE FROM AUGUST 1 THROUGH 31: Click on **Open Enrollment** at the top of the blue section during the August Open Enrollment. Insurance coverage information can be found here. Put in your desired medical, dental and vision coverage. Don't forget to assign which dependents you wish to cover. Put in your **monthly** election for medical reimbursement and dependent care reimbursement for flexible spending. There is a \$2/month fee to participate in Flexible Spending. If entered before August 1st, it will not be approved, and you will have to re-submit during the month of August.

NEW HIRES AND EMPLOYEES BECOMING ELIGIBLE FOR INSURANCE WITH A HIRE/CHANGE DATE SEPTEMBER 1ST AND AFTER HAVE 30 DAYS AFTER YOUR HIRE/CHANGE DATE TO INPUT YOUR DESIRED COVERAGE.

Go to **Benefits** in the blue section on the left. Insurance coverage information can be found here. Put in your desired medical, dental and vision coverage. Don't forget to assign which dependents you wish to cover. Put in your **monthly** election for medical reimbursement and dependent care reimbursement for flexible spending. There is a \$2/month fee to participate in Flexible Spending.

ALSO AVAILABLE ON EMPLOYEE ONLINE:

1. **ELECTRONIC PAY CHECK:** Available on the 1st of each month. Go to Check Stub in the Pay Check section. You can see and print previous check stubs. You can see your available leave on the bottom of your check stub. You can do "what if", if you were to make a change.
2. **DIRECT DEPOSIT:** You can have your deposit to more than one account. One account needs to be the **NET**.
3. **TAX STATUS:** You can check what you have claimed on your W4. Changes can be made online or at school or the District Office on a W4.
4. **ADDRESS CHANGE:** Can be made online or at school or at the District Office on an address Change Form