JOPLIN SCHOOLS INTRODUCES THE NEW

The Alio Employee Portal is a component of our new financial and human resources software. The portal is a valuable tool to access your personal information as well as a staff directory. In the near future, you will also be able to access a library of district forms. The system is user friendly and employees may connect securely and easily from any computer with internet access.

In the Employee Portal you will be able to:

- View your current business and personal business information.
- View a message area including district contact information.
- Access a staff directory
- Access a variety of district forms posted by Administration.
- View your paycheck calendar
- View and/or print a copy of your pay stub.
- View and/or print a copy of your W2.
- View leave balances and details.
- View detailed leave calendar
- View your active deductions.
- View your active benefits.

What follows is a guide for using the Alio Employee Portal.

Access the Employee Portal with this link: JOPLIN SCHOOLS EMPLOYEE PORTAL
You may wish to bookmark the web address in your "Favorites" for easy access. Soon you will be able to access the portal from the District website as well.

Logging In
This is the main login page. First time users will need to click on "Create an account" for initial set-up. You will see the Create New Account screen. Once you have created your account, you will log on here with the user name and password you created.

- Fill in all the information in the Personal Information portion.
- You will need your employee identification number. This number can be found on your paystub and on your employee identification badge.
- Enter the last four digits of your Social Security Number.
- Use the drop-down boxes to select the year, month and day of your Birth Date.
- Choose a username and password.
- In the Profile Information section, enter the username and password that you have selected. Make sure they are both something you will remember.
- Enter a current, valid email address. If you forget your password or username the system will email it to you at this email address.
- When you have entered all the information, click the submit button.

Employee Portal Home Page Tab

View your Current information and toggle between your business information and your personal information here.

Announcements and other information will be displayed here.

Employee Admin Portal - Edit ...   Employee Portal - Home

Home   Payroll   Leaves   Education   Certificates   Benefits & Deductions   • Logout

Home
- ▶ Home Page
- ▶ Settings
- ▶ Directory
- ▶ Employer Forms

alio®
EMPLOYEE PORTAL

Welcome TINA SMITH

Home

⊘ Today Wednesday, October 19, 2011

My Current Information

My Business Card   My Personal Card

TINA SMITH
Location: ADMINISTRATION
BUILDING (ADM)
PO BOX 128
3901 E. 32ND STREET
JOPLIN, MO 64804
Dept:
Job: ADMINISTRATIVE
SUPERVISORY

Work: (417) 625-5200 Ext:
Email:

System Messages

Thank you for logging into **Employee Portal!**

Your Personal and Business Cards are shown to the left. To make changes, click the "**Settings**" link above.

If you have questions regarding the Employee Portal, please contact one of the following individuals:

Tina Smith, Director of Human Resources
Susan Smith, Director of Accounting
Nathan Powell, Infinite Campus/Alio Support

Employee Portal Version 4.2 and Self Serve Version 2.3
Copyright © 2011 Weidenhammer Systems Corp. All Rights Reserved.

Home Page Tab – Settings
From the setting tab there are four options:

Your Email Address: If you want to change the email address you entered when creating your account, you may do so here. This does not change any display information. This is the email where the system will send you a message if you click on "forgot your password". It makes sense for this to remain your Joplin Schools email.

Your User Name and Password: This is where you may change your user name and password for logging into the portal.

Your Personal Information Settings: **Important –Directory Information**. This is where you will choose what information you want displayed in the staff directory. Only employees of Joplin Schools with an account will have access to the staff directory.

Your Calendar Settings: Click here if you want to choose how the months are displayed for the paycheck and leaves calendars.

Home Page Tab – Directory
This is the Staff Directory. Here you can find business and personal directory information for district employees. You can view this information only if the staff member chose to display them from the options on their "settings" page.

Home Page Tab – Employer Forms
In the future, we will add district forms for employee use. For now, you can access this document under Employer Forms. This area will continue to expand as more online forms are developed.

Employee Portal Payroll Tab
From this section you can access your payroll information.

Payroll Tab – Pay Check Calendar:
Click here to view the calendar.   A date with a green square around it means that is a pay date for you. By clicking on a green square, you open the payroll details for that specific pay period. Pretty cool stuff.

Payroll Tab – Salary Compensation:
Click here to view your salary compensation information. Choose a calendar year in the drop down box. You will find your salary, number of calendar days, FTE/Hours, and Benefit information.

Payroll Tab – View W-2:
Ever need to go back and view your W-2? You'll be able to view it here.
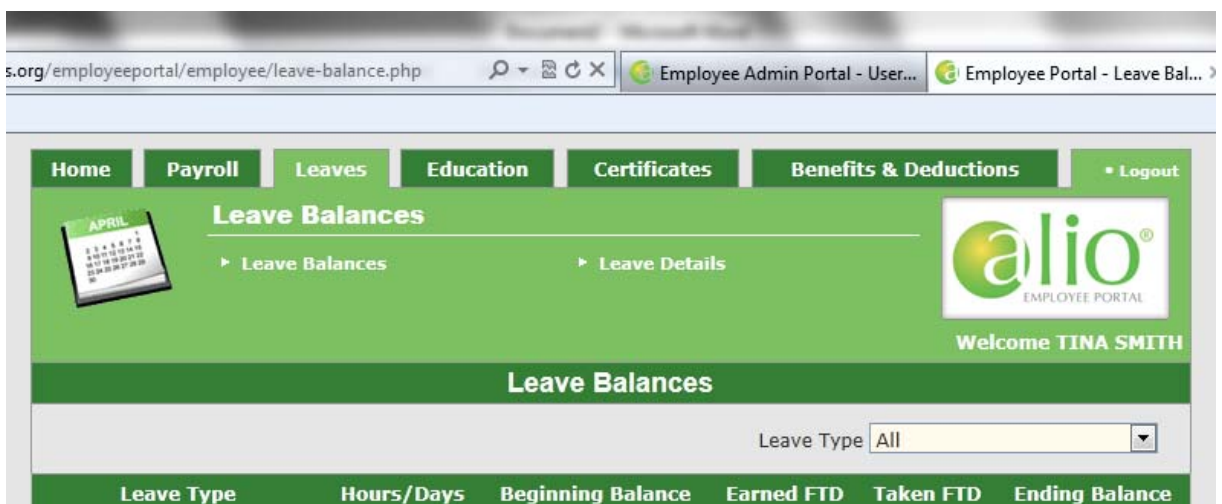
Employee Portal Leaves Tab
From this section you can access information about your leave.

Leaves Tab – Leave Balances:
From here you can view a calendar that shows any leave taken. Click on a date that is highlighted with a colored square and you can view details. That's almost as cool as the payroll calendar.

Leaves Tab – Leave Details
By clicking here you will be able to view a detail list of your leave accruals.

Employee Portal Education Tab
This is an active section; however information is not currently loaded. More to come.

Employee Portal Certificates Tab
This is an active section; however information is not currently loaded. More to come.

Employee Portal Benefits and Deductions Tab
This section gives you four options for viewing your current Benefits and Deductions.

Benefits and Deductions Tab – Active Deductions:
What's currently being deducted from your paycheck.
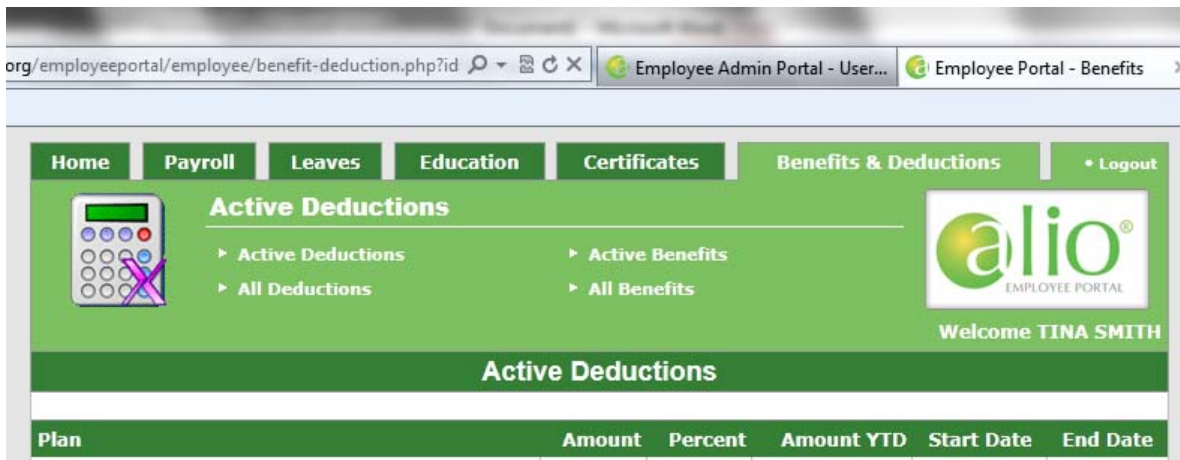
Benefits and Deductions Tab – All Deductions:
Active and Non-Active (if applicable) deductions from your paycheck.

Benefits and Deductions Tab – Active Benefits:
Your current benefits.

Benefits and Deductions Tab – All Benefits:
Active and Non-Active (if applicable) benefits.

Logging Out