

EMPLOYEE ONLINE INSTRUCTIONS

GETTING STARTED:

1. Go to the Weber School District Home Page www.wsd.net. Scroll down to the Quick Links at the bottom and click on Employee Online, or if you are on a district computer, you can type eo in the address, then hit enter.
2. **Employee ID:** your 6-digit employee number.
3. **Logging on for the first time:** Your temporary password is your Social Security number. The system will prompt you to change your password to 6-characters or greater, alpha/numeric. This will be your password from now on.
4. If you forgot your password, click on the Forgot Password link for help.
5. If you have exceeded the number of attempts to sign on, or you are having trouble, call 801-476-7886 or see the Human Resources/Payroll page for contact numbers.

NEW HIRES AND EMPLOYEES BECOMING ELIGIBLE FOR INSURANCE:

Go to the blue section on the left. Click on Dependents (not Dependent Coverages) in the Benefits section and put in your dependents, including spouse, and their Social Security numbers, for insurance purposes (Medical, Life, Dental, Vision).

Also, go to Personal Information, Home Address, enter your secondary email address and check to make sure your address is correct. Please put in the emergency contact information.

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.

NEW HIRES AND EMPLOYEES BECOMING ELIGIBLE FOR INSURANCE WITH HIRE/CHANGE DATE AFTER AUGUST 1ST - INPUT YOUR DESIRED COVERAGE DURING THE AUGUST OPEN ENROLLMENT. 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 HIRE/CHANGE DATE AFTER SEPTEMBER 1ST - YOU HAVE 30 DAYS AFTER YOUR HIRE/CHANGE DATE TO INPUT YOUR DESIRED COVERAGE.

1. Put in your desired medical, dental and vision coverage. Don't forget to assign which dependents you wish to cover.
2. Put in your **monthly** election for medical reimbursement and dependent care reimbursement for flexible spending.

ALSO AVAILABLE ON EMPLOYEE ONLINE:

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.

DIRECT DEPOSIT CHANGES CAN BE MADE ON EMPLOYEE ONLINE

TAX STATUS: You can check what you have claimed on your W-4. Changes can be made online or at school or the District Office on a W4.

ADDRESS CHANGE: Can be made online or at school or at the District Office on an Address Change Form.