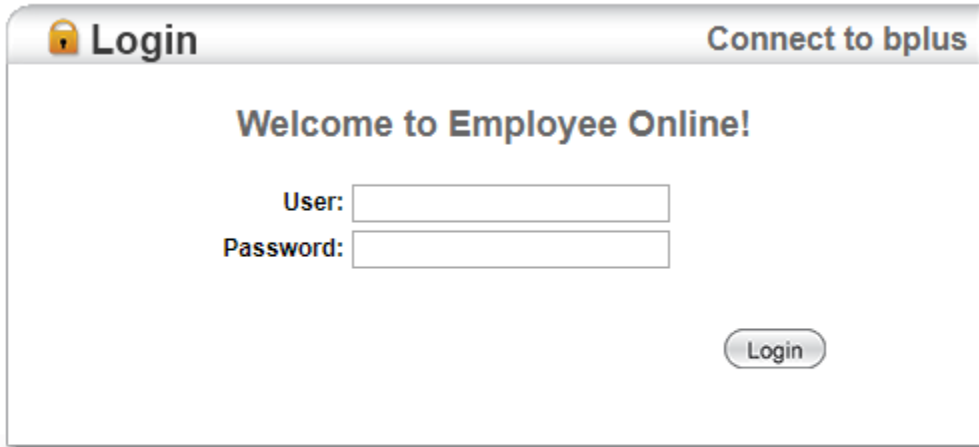


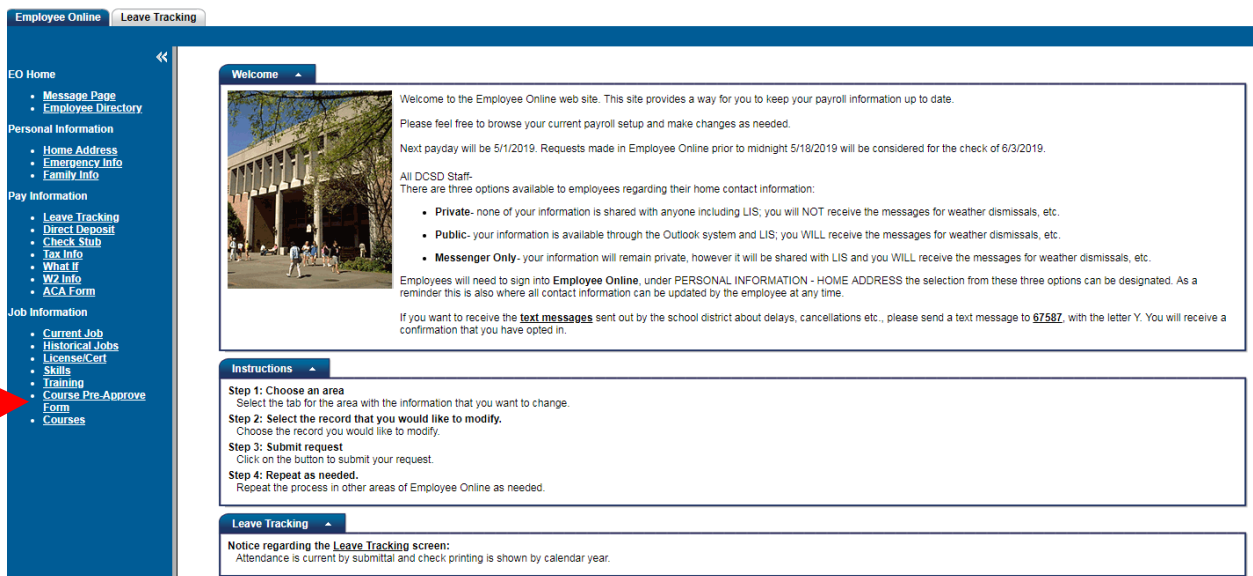
Online Coursework Pre-Approval System

- ✓ Log into [Employee Online](#)
 - You will need:
 - Employee Number (Exxxxxx)
 - Password (contact Barry Dolan in MIS for assistance)



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- ✓ On the left-hand side in blue, click on “Course Pre-Approve Form”



- ✓ On the next screen, complete all fields
 - Institution is a drop-down field; select the college/university
 - Begin & End Date fields have a calendar drop-down feature

Course Pre-Approval Form

Institution:	<input type="text" value="Choose Institution"/>
Course No:	<input type="text"/>
Description:	<input type="text"/>
Hours:	<input type="text"/>
Course Content:	<input type="text"/>
Begin Date:	<input type="text"/>
End Date:	<input type="text"/>

Request Status:

- ✓ Click “Submit”
 - You will receive an email confirmation of submission of your form stating the course approval is pending

- ✓ The course will be approved or denied by the Director of HR or his/her designee
 - You will receive an email notifying you either way. If denied, a brief rationale will be included in the email.
 - Once submitted, your class will auto-populate on the “Courses” page and list all courses you’ve submitted through the online system as well as their status.

When you are applying for movement on the salary schedule, HR will have access to these courses for checking against transcripts.

Employee Online | Leave Tracking

EO Home

- Message Page
- Employee Directory

Personal Information

- Home Address
- Emergency Info
- Family Info

Pay Information

- Leave Tracking
- Direct Deposit
- Check Stub
- Tax Info
- What If
- W2 Info
- ACA Form

Job Information

- Current Job
- Historical Jobs
- License/Cert
- Skills
- Training
- Course Pre-Approve Form
- Courses

Welcome

Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date. Please feel free to browse your current payroll setup and make changes as needed.

Next payday will be 5/1/2019. Requests made in Employee Online prior to midnight 5/19/2019 will be considered for the check of 6/3/2019.

All DCSD Staff:
There are three options available to employees regarding their home contact information:

- **Private**- none of your information is shared with anyone including LIS; you will NOT receive the messages for weather dismissals, etc.
- **Public**- your information is available through the Outlook system and LIS; you WILL receive the messages for weather dismissals, etc.
- **Messenger Only**- your information will remain private, however it will be shared with LIS and you WILL receive the messages for weather dismissals, etc.

Employees will need to sign into **Employee Online**, under **PERSONAL INFORMATION - HOME ADDRESS** the selection from these three options can be designated. As a reminder this is also where all contact information can be updated by the employee at any time.

If you want to receive the **text messages** sent out by the school district about delays, cancellations etc., please send a text message to **67587**, with the letter Y. You will receive a confirmation that you have opted in.

Instructions

Step 1: Choose an area
Select the tab for the area with the information that you want to change.

Step 2: Select the record that you would like to modify.
Choose the record you would like to modify.

Step 3: Submit request
Click on the button to submit your request.

Step 4: Repeat as needed.
Repeat the process in other areas of Employee Online as needed.

Leave Tracking

Notice regarding the Leave Tracking screen:
Attendance is current by submital and check printing is shown by calendar year.