


Memo

To: All Employees of Manhattan-Ogden USD 383

From: Lew Faust, Director of Business Services 

Re: Procedural Changes—Direct Deposit Payroll Advice

Date: July 27, 2015

Employees with Direct Deposit

Past practice has been to allow all employees who signed up for direct deposit of their district pay to have the payroll advice delivered to their work location or mailed to a designated location. Effective with the August 2015 payroll, the mail option will be eliminated as one of the budget reductions approved by the Board of Education in July 2015.

All direct deposit advices will be delivered to employees' work locations for the months of August, September and October 2015. Effective with the November 2015 payroll and beyond, no direct deposit payroll advices will be mailed or delivered to district employees. Payroll advice statements are available on the district employee portal and can be printed from that location, if desired. Directions for establishing an account in the Employee Portal are included with this memo and will be posted on the district website.

The transition to a paperless environment will save the district postage, printing and personnel costs that are involved in the distribution of over 1,000 direct deposit advices each month. The information employees need to review their pay, leave and benefits is all on the employee portal and readily available. All employees creating an account and reviewing their information via the portal will result in a more efficient process, as well as saving the district resources.

Employees without Direct Deposit

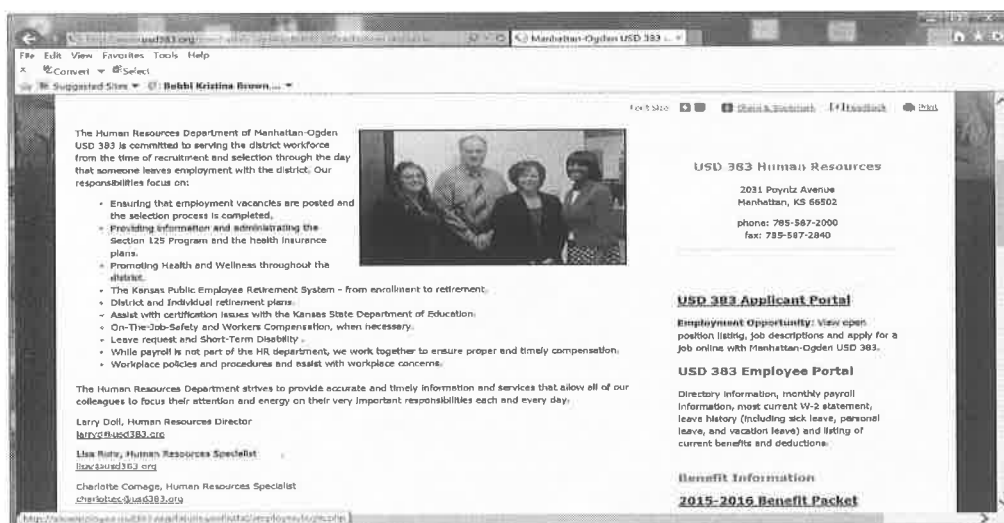
Those employees who do not utilize the direct deposit option will not see any changes in how their payroll check is handled. Their check will either be delivered to the work location or mailed, as has been past practice.

Manhattan-Ogden USD 383

Navigating to the Employee Portal

This document was developed to assist employees of Manhattan-Ogden USD 383 access the employee portal via the district's home page. The employee portal can be utilized to view and/or print information such as a payroll advice, leave and benefits information, and employee deductions. If you have questions or need assistance with the employee portal contact Human Resources or payroll personnel at the Robinson Education Center, 587-2000.

1. Go to www.usd383.org/manhattan-ogden/district/human-resources
2. Click on USD 383 Employee Portal heading on right-hand side of the Human Resources home page.



3. Click on the Create an account link on the next screen (shown below)



4. Fill in the information to establish an Employee Portal account (shown below) and submit when completed. Contact the office professional/administrative assistant at your work location if you do not know your employee number. Record your User Name and Password information in a safe location for future use when accessing the Employee Portal.

The screenshot shows a web browser window with the URL <http://usd383.org>. The page header includes the text "UNIFIED SCHOOL DISTRICT #383" and the USD 383 logo. The main heading is "Create New Account" with a sub-heading "* Required Information".

Personal Information

- * Employee No:
- * First Name:
- * Last Name:
- * Last 4 of Social Security No:
- * Birth Date:
- * Zip Code:

Profile Information

- * User Name: Minimum 6 characters
- * New Password: Minimum 6 characters
- * Confirm Password:
- * Email:

Email will be used for system notification and retrieving login information

Buttons:

Employee Portal Version 5.5
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5. Login to the Employee Portal Using your User Name and Password (shown below)

The screenshot shows the same web browser window with the URL <http://usd383.org>. The page header includes the text "UNIFIED SCHOOL DISTRICT #383" and the USD 383 logo. The main heading is "Login to Employee Portal".

Login to Employee Portal

User Name:

Password:

[Forgot your password?](#) [Create an account](#)

Employee Portal Version 5.5
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Attention: This application requires the following systems:
Windows Internet Explorer @ 8.9.11
Mozilla Firefox @ 30
Google Chrome @ 24
Opera @ 11.62

- This is the Employee Portal home screen. You can click any of the tabs to navigate to different sections of your employee information contained in the portal. The screen shot below is what you get when you click on the payroll tab.



- Click on one of the highlighted Payroll dates and you will navigate to a screen that has all the information contained on your paycheck stub for that pay period.
- Similarly you can click on the other tabs (Leaves & Benefits and Deductions) to view other information regarding your information in the system for these categories. These are updated monthly when the payroll processing is completed within the financial accounting software utilized by the district.

Pay Check/Advice

UNIFIED SCHOOL DISTRICT #383
2031 Poyntz Avenue
Manhattan, KS 66502



Employee Name	Employee Number	Withholding Status		Add Withholding		Check Date	Check Number
		Federal	State	Federal	State		
FAUST, LEWIS	[REDACTED]	[REDACTED]	[REDACTED]			07/17/2015	[REDACTED]
Employer Name	Pay Period Start	Pay Period End	Check Message				
UNIFIED SCHOOL DISTRICT #383	07/01/2015	07/31/2015					

Earnings			Deductions/Benefits					
Rate	Time	Amount	Description	Description	Deduction Amount	YTD Deduction Amount	Benefit Amount	YTD Benefit Amount
[REDACTED]	0	[REDACTED]	ADMINISTRATOR	AM-V VISION INS - EMPLOYEE & SPOUSE	[REDACTED]	[REDACTED]		
[REDACTED]	0	[REDACTED]	NEGOTIATIONS	BC25 BC 2500 FAMILY	[REDACTED]	[REDACTED]		
				BF25 EMPLOYEE FRINGE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				DENL FAMILY - DENTAL LOW	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				DISA DISABILITY INS-NON HAZARD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				KPER KPER	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				SOCO SOCIAL/COFFEE FUND	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				TSA TSA-SECURITY BENEFIT LIFE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				UNEM UNEMPLOYMENT TAX	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Direct Deposit			
DFI Bank No	DFI Bank Name	DFI Account Number	Amount
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

	GROSS	TAX DEFERRED DEDUCTIONS	SEC. 125	TAXABLE EARNINGS	FEDERAL TAX WITHHELD	STATE TAX WITHHELD	MISC. DEDUC.	SOC. SEC. MEDICARE	NET PAY
Current	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
YTD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]