



# employeeportaloptions



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## Set up EmployeePortal Options

Use the District EA Options page to set the appropriate district options for EmployeePortal.

<b>Use</b>	Select <b>Employee Number</b> or <b>Social Security Number</b> to identify the number to be used for each employee in EmployeePortal. By default, the <b>Employee Number</b> is selected; however, it is <b>recommended</b> to use select <b>Social Security Number</b> since employees typically know this and may not be familiar with their assigned Employee Number. This is helpful if the employee forgets their password and has to follow the Forget Password steps.
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Under **Enable**:

- Select Employee Access System to enable EmployeePortal.
- Select all of the pages/features to enable in EmployeePortal for your employee to either view or perform maintenance requests.

Under **Messages**, select the pages for which you want to add a district message. When you select a field, a text box is displayed allowing you to add, delete, or modify a message. Each message can be a maximum of 500 characters and is displayed in red at the top of the page in EmployeePortal.

<b>W-2 Print - Latest Year</b>	<p>Type the four-digit year of the latest year for which the employees can print an official copy of their W-2.</p> <p>This field should not be updated until the LEA has run and finalized its W-2s.</p> <p>W-2s will be copies and will not be used in lieu of the LEA generating W-2s.</p> <p>W-2s will be printed in the official format (as determined by the IRS) and can be used as the original.</p> <p>The field contains the latest year available to print. If the field is left blank, employees will not have the option to print a copy of any of their W-2s. The earliest available form in the system is 2009 so an earlier year will not be accepted.</p>
<b>Employee Access URL</b>	Type the Web address for the Employee Access application.

The remaining fields on this page are associated with the Leave Requests feature and are covered in the Leave Request Setup section.