



# verifyoptions



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Payroll > Tables > District EP Options > EmployeePortal Options

For EmployeePortal users, verify that the **1095 Information** and **1095 Electronic Consent** options are set up accordingly. Keep in mind that if you want to allow your employees to print the actual 1095 form from EmployeePortal, the **1095 Electronic Consent** option must be selected. If not selected, the employees can only view the form.



**TIP:** If your LEA wants to print copies of all 1095 forms, it is recommended to leave the **1095 Electronic Consent** option unselected, and then select the option once you are ready to allow employees to consent to obtain and print their 1095 forms electronically.

Tables > District EP Options Payroll

Save

Use:  Employee Number  Social Security Number

#### Enable

- EmployeePortal System
- Calendar Year to Date
- Current Pay Information
- Deductions
- Earnings
- Leave Balances
- W-2 Information
- Self-Service Demographic
- Self-Service Payroll
- W-2 Electronic Consent
- 1095 Information
- 1095 Electronic Consent
- Leave Request
- Travel Reimbursement Request
- WorkJournal

#### Messages

- EmployeePortal System
- Calendar Year To Date
- Current Pay Information
- Deductions
- Earnings
- Leave Balances
- W-2 Information
- Self-Service Demographic
- Self-Service Payroll
- W-2 Electronic Consent
- 1095 Information
- 1095 Electronic Consent
- Leave Request
- Travel Reimbursement Request
- WorkJournal

Show Processed Leave Transactions  
 Show Unprocessed Leave Transactions

Number of Days Prior to Pay Date That Earnings Are Viewable

W-2 Print - Latest Year

EmployeePortal URL

Set Prenote Indicator

Number of Direct Deposit Accounts Are Allowed

Use PMIS for Supervisor Levels  
 Force Entry of Leave Hours Requested

Meal Break for Leave Calculation

Disable Temporary Approvers in EP

**Warning**  
Disabling the Temporary Approver functionality will delete all current temporary approvers when the Save button is clicked. This will also hide the Set Temporary Approvers menu in EmployeePortal.



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