

The background of the slide is a solid orange color with a pattern of various leaf shapes in a slightly darker shade of orange, scattered across the surface.

# NEW!!! Time Clock Employee Portal

Mid-State Special Education

# Time Clock

- Plan A: Should be a link
  - Skip to Slide 4
  
- Plan B: Our Website
  - [midstatespec.org](http://midstatespec.org)

# Time Clock

- Staff
  - Left Hand Side
  
- Select SDS TimeClock

▪ Parent Surveys
<b>Students</b>
▪ Student Survey
<b>Staff</b>
▪ Sign In
▪ Log Out
▪ Staff Links
▪ Report Trouble
▪ Teachers Manual
▪ Employee Directory
▪ Discussion Board
▪ Lending Library
▪ Speech Discussion
▪ Professional Development
▪ MCC Region Teacher Evaluation Survey
▪ Christian Region Teacher Evaluation Survey
▪ Teachscape Videos
▪ Retirement Bonus Plan-Certified MSSE Central Staff
▪ IEP Procedural Guide
▪ SDS TimeClock
▪ SDS Employee Portal
<b>Sites</b>

# Time Clock



The screenshot shows a web browser window titled "SD's Time Clock". The address bar displays "http://schooloffice.com/SD000/SD000/SCHOOLOFFICE/FinanceOffice/TimeClock". The main content area has a dark header with the date "Fri Aug 11 2017" and the time "8:01:16 AM". Below the header is a "Badge ID:" label followed by a text input field. Underneath is a numeric keypad with buttons for digits 1-9, 0, "Clr", and "OK". At the bottom, there is a "Notes: Key note before you log in!" section with a text input field and a checkbox labeled "Logged in and Message Do Not log me out."

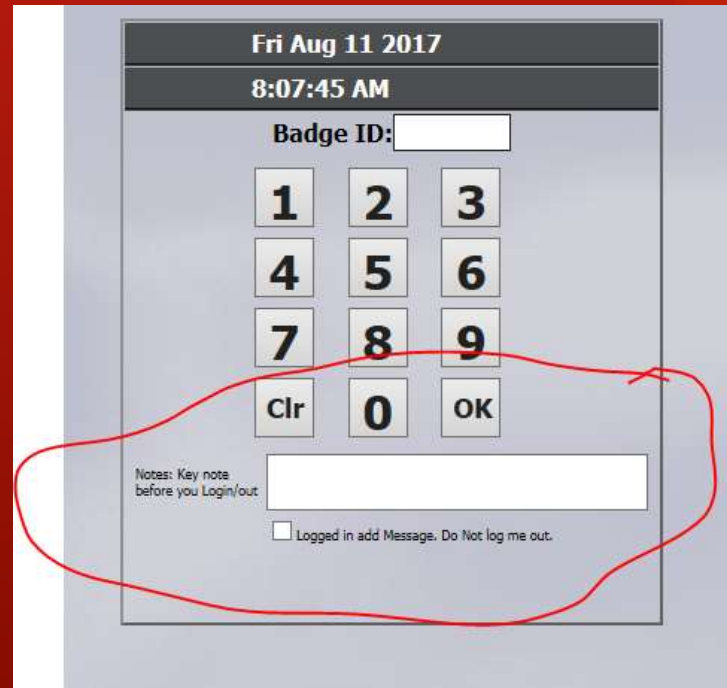
Badge ID: Is on the attached paper

YOU CAN: Use keyboard or use the mouse to push buttons

PRESS "OK"

# Time Clock

- Adding Notes
  - MUST do before entering Badge ID



Fri Aug 11 2017  
8:07:45 AM

Badge ID:

1	2	3
4	5	6
7	8	9
Clr	0	OK

Notes: Key note before you Login/out

Logged in add Message. Do Not log me out.

A red circle highlights the 'Notes' section and the 'Logged in add Message' checkbox.

# Time Clock

- Make Sure
  - Its Your Name
  - Its Your Code
  - The Action is Correct
    - Start
    - Leave
    - Return



The screenshot shows a time clock interface with the following elements:

- Header: Fri Aug 11 2017
- Time: 8:31:12 AM
- Badge ID: [input field]
- Keypad: 1, 2, 3, 4, 5, 6, 7, 8, 9, Clr, 0, OK
- Notes: Key note before you Login/out [input field]
- Checkbox:  Logged in add Message. Do Not log me out.
- Footer: C [redacted], [redacted] - 9:03 Action: Start

A red circle highlights the footer text: C [redacted], [redacted] - 9:03 Action: Start

# Time Clock

- To Clock Out
  - Repeat
- You do not have to clock in or out for lunch



Fri Aug 11 2017  
8:43:44 AM

Badge ID:

1	2	3
4	5	6
7	8	9
Clr	0	OK

Notes: File note before you Login/Out.

Logged in add Message. Do not log me out.

**C**  - 9:33 Action:Leave

# Employee Portal

- Our Website
  - midstatespec.org
    - Staff
      - SDS Employee Portal



The image shows a vertical navigation menu with a light blue background and a dark blue header. The header contains the word "Staff" in white. Below the header, there is a list of menu items, each preceded by a small dark red square bullet point. The items are: Sign In, Log Out, Staff Links, Report Trouble, Teachers Manual, Employee Directory, Discussion Board, Lending Library, Speech Discussion, Professional Development, MCC Region Teacher Evaluation Survey, Christian Region Teacher Evaluation Survey, Teachscape Videos, Retirement Bonus Plan-Certified MSSE Central Staff, IEP Procedural Guide, SDS TimeClock, and SDS Employee Portal. The "SDS Employee Portal" item is circled in red. At the bottom of the menu, the word "Sites" is partially visible in a dark blue box.

- Student Survey
- Staff**
- Sign In
- Log Out
- Staff Links
- Report Trouble
- Teachers Manual
- Employee Directory
- Discussion Board
- Lending Library
- Speech Discussion
- Professional Development
- MCC Region Teacher Evaluation Survey
- Christian Region Teacher Evaluation Survey
- Teachscape Videos
- Retirement Bonus Plan-Certified MSSE Central Staff
- IEP Procedural Guide
- SDS TimeClock
- SDS Employee Portal
- Sites**



# Employee Portal

- Screen will appear as:



The screenshot shows a login page for 'Mid-State Special Ed'. At the top, there is a blue header with the text 'Mid-State Special Ed'. Below the header, the text 'Login to SDS Web Office' is displayed. There are three radio buttons: 'Finance' (selected), 'Student', and 'User ID' (unchecked). Below these are two text input fields: the first is empty, and the second is labeled 'Password'. At the bottom, there are three radio buttons: 'Menu Left' (unchecked), 'Menu Top' (unchecked), and 'Last Selected' (selected). A 'Login' button is positioned below the radio buttons. At the very bottom, there is a link for 'Forgot or Change Password?' and a copyright notice: 'Copyright © 2017 Specialized Data Systems, Inc. All rights reserved. 170010'.

# Employee Portal

- User Id: Same as your Badge ID
- Password: On paper

Mid-State Special Ed

Login to SDS Web Office

Finance  Student

User ID

\_\_\_\_\_

Password

\_\_\_\_\_

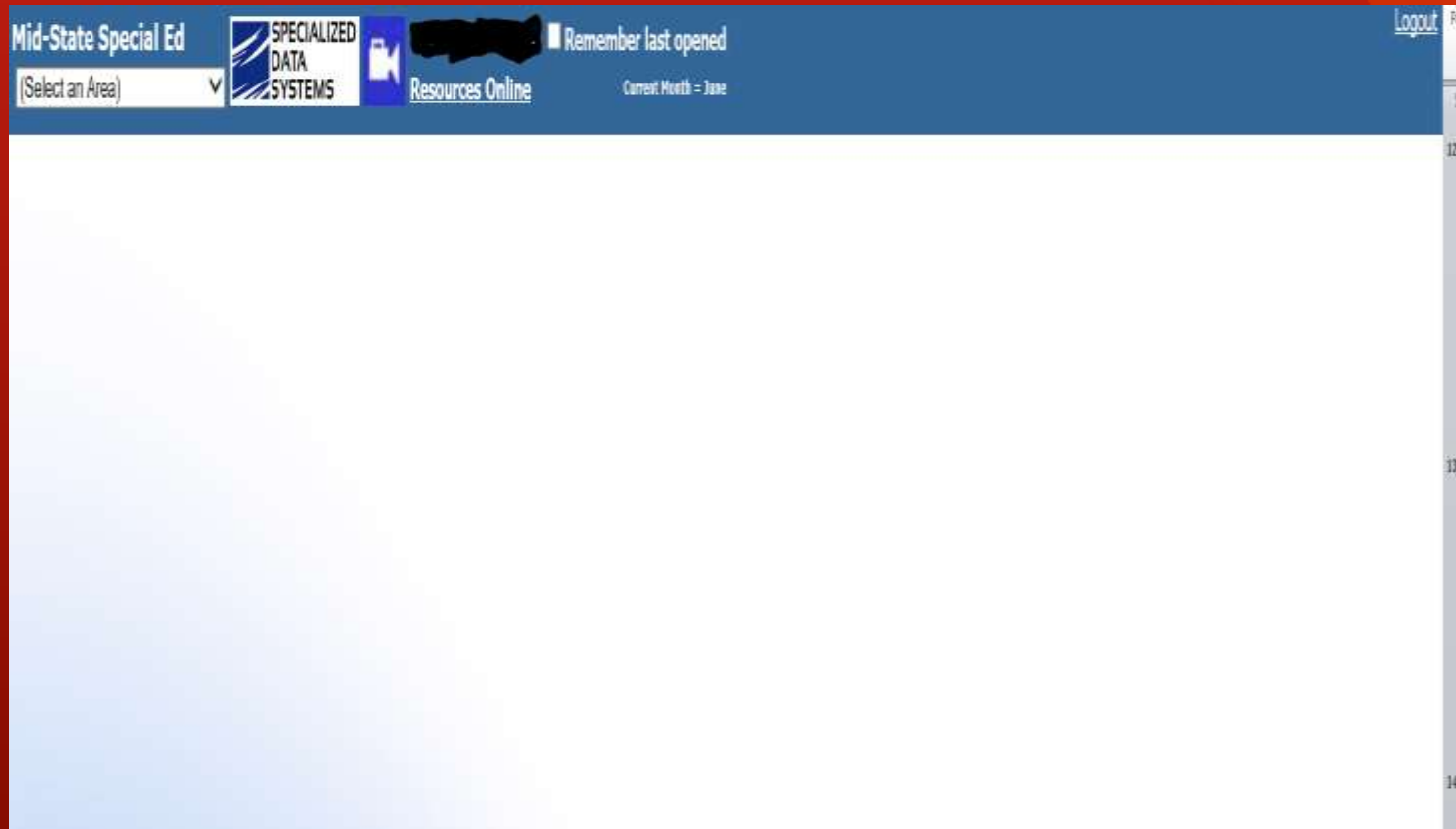
Menu Left  Menu Top  Last Selected

Login

[Forgot or Change Password?](#)

# Employee Portal

- First Screen



# Employee Portal

- Select An Area
  - View Your Information
  - Change Basic Information
  - Request Center (not active at this time)
  - Project Your Pay
  - Message Center

# Employee Portal

- View Your Information

Mid-State Special Ed

View Your Information



Resources Online

Remember last opened

Current Month = June

<b>Demographics</b>	Employee Number	903	Email Name	[REDACTED]	Retir TIN	I	Category	1
Detail Payroll Information	Employee Name	[REDACTED]	Home Phone	[REDACTED]	Fica	Y	Account 1	10-1220-115-3
Detail Payroll Information (Prior Years)	Street Address One	[REDACTED]	Supervisor		Extra Fica Tax	0.0000	Rate 1	11.38
Direct Deposit	Street Address Two		Spouse		Marital Status	M	Account 2	10-1220-115-4620
Gross Pay Detail	City	TAYLORVILLE	Spouse Work Phone		Tax Table	24	Rate 2	11.38
Payroll Registers/Checks	State	IL	Emrgcy Contact Name	[REDACTED]	Fed Exemption	3	Account 3	
Year to Date	Zip Code	62568	Emrgcy Contact Phone	[REDACTED]	Extra Fed Tax	0.0000	Rate 3	0.0000
Attendance	Title		Spouse Occp		State Exemption	1	Account 4	
	Birth Date	[REDACTED]	Work Phone		Extra State Tax	0.0000	Rate 4	0.0000
	Sex	F	Extension		Taxing State	IL	Pay	Y
	Ethnic Code		Years in Dist	2	Direct Deposit		Hire Date	06/15/2016
	School Location	2001	Years in State	0	State Marital Status		Termination Date	
	Pay Check Location	1	Years in Education	0			Percent of Full Time	100

# Employee Portal

- Detail Payroll Information
  - Date
  - Hours charged to a particular account
  - Rate
  - Gross Pay
  - Description

Demographics	Payroll Date	Req Hrs	Pay Rate	Gross Pay	Account Number	Description
	6/3/2017	33.80	11.38	384.64	10-1220-115-4620	CROSS CAT AIDES SALARIES EC
<b>Detail Payroll Information</b>	6/3/2017	18.20	11.38	207.12	10-1220-115-3	CROSS CAT AIDES SALARIES T`VIL
	5/14/2017	32.50	11.38	369.85	10-1220-115-4620	CROSS CAT AIDES SALARIES EC
	5/14/2017	17.50	11.38	199.15	10-1220-115-3	CROSS CAT AIDES SALARIES T`VILLE
Detail Payroll Information (Prior Years)	5/1/2017	16.57	11.38	188.57	10-1220-115-4620	CROSS CAT AIDES SALARIES EC
	5/1/2017	8.93	11.38	101.62	10-1220-115-3	CROSS CAT AIDES SALARIES T`VILLE
Direct Deposit	4/16/2017	35.26	11.38	401.26	10-1220-115-4620	CROSS CAT AIDES SALARIES EC
	4/16/2017	18.99	11.38	216.11	10-1220-115-3	CROSS CAT AIDES SALARIES T`VILLE
Gross Pay Detail	4/1/2017	27.78	11.38	316.14	10-1220-115-4620	CROSS CAT AIDES SALARIES EC
	4/1/2017	14.96	11.38	170.24	10-1220-115-3	CROSS CAT AIDES SALARIES T`VILLE
Payroll Registers/Checks						
Year to Date						
Attendance						

# Employee Portal

- Detail Payroll Information (Prior Years)
  - Empty 😞
- Direct Deposit
  - Bank Account Number
  - Routing Number
- Gross Pay Detail
  - Same information as Detail Payroll Information





# Employee Portal

- Emails of Pay Checks will Continue
  - Password
    - Will always be the last four of your social security number
- If not getting emails please let us know


# Employee Portal

- Year to Date
  - Gross, each deduction, calendar year totals
- Attendance
  - Update after sub reports are given from districts

Demographics	<b>Summary Attendance Information</b>					
Detail Payroll Information	<b>Description</b>	<b>BalFwd</b>	<b>Awarded</b>	<b>Prior_to_Current</b>	<b>Current</b>	<b>Available</b>
Detail Payroll Information (Prior Years)	Sick Leave	0	13	0	0	13
	Personal Leave	0	2	0	0	2
	Vacation	0	0	0	0	0
Direct Deposit	<b>Detail Attendance Information</b>					
Gross Pay Detail	No Records Found					
Payroll Registers/Checks						

# Employee Portal

- Change Your Information

**Change and Request Options:** **Submit changes**  903 [REDACTED]

ACA Dependent Information	Employee Combined Name	[REDACTED]
Basic Demographics Information	Street Address One	[REDACTED]
Certificates/Permits	City	TAYLORVILLE
Committees	State	IL
Degree	Zip Code	62568
Emergency Contact Information	Birth Date	[REDACTED]
	Marital Status	Married <input type="button" value="v"/>
	Fed Exemption	3
	Extra Fed Tax	0.0000
	State_Exemption	1
	Extra State Tax	0.0000

# Employee Portal

## Project Your Pay

Gross Pay	This Run	Enter Values for Projection	
1G1_ Gross Earnings	591.76	Add or Sub(-) from Standard Deduction	<input type="text" value="0"/>
1G2_ Taxable Gross Earnings	565.13	Add or Sub(-) from Tax Sheltered Deduction	<input type="text" value="0"/>
1G3_ Fica Gross Earnings	591.76	Add or Sub (-) from Gross Wage	<input type="text" value="0"/>
1G5_ Gross Earnings (I)	591.76	Add or Sub (-) Garnishment % (15 = 15%)	<input type="text" value="0"/>
1G8_ Taxable Gross State	565.13	Federal Marital Status	<input type="text" value="Married"/>
5X0_ Gross Earnings	591.76	Federal Exemptions	<input type="text" value="3"/>
<b>Tax</b>		Extra Federal Tax	<input type="text" value="0.0000"/>
1T1_Federal Tax	0	State Marital Status	<input type="text" value="Married"/>
1T2_FICA Tax	45.27	State Exemptions	<input type="text" value="1"/>
6T21_OASDI	36.69	Extra State Tax	<input type="text" value="0.0000"/>
6T22_Medicare	8.58	For projection use gross pay from	<input type="text" value="06/03/2017 591.76"/>
1T3IL_State Tax IL	23.49	Project	<input type="button" value="Compute"/>
<b>Deductions</b>		Clear value changes	<input type="button" value="Reset Values"/>
2IMR_IMRF Deduction	<input type="text" value="26.63"/>	<b>Projected information shown is an estimate.</b>	
<b>Net Pay</b>			
Your Take Home Pay	<input type="text" value="496.37"/>		
<b>Benefits</b>			
2B LIFE_BASIC LIFE	<input type="text" value="0"/>		
2RM_Matching IMRF	<input type="text" value="0"/>		
2FR_Matching FICA	<input type="text" value="0"/>		

# Employee Portal

- Message Center
  - Select attachment to view paycheck

Mid-State Special Ed  
Message Center

SPECIALIZED DATA SYSTEMS

Remember last opened  
Resources Online  
Current Month - June

Help New Reply Reply to All Forward Send

From: [Redacted]

To: [Select a Recipient] Multiple Recipients

Subject:

Message:

Attachment: [Browse...] [X]

Refresh Delete Mark as Read

		From	Subject	Date/Time
Read	<input checked="" type="checkbox"/>	Shelly Rexroad	Attachment: Direct Deposit Voucher	5/31/2017 10:10:31 AM
Read	<input type="checkbox"/>	Shelly Rexroad	Attachment: Direct Deposit Voucher	5/9/2017 5:00:41 PM
Read	<input type="checkbox"/>	Shelly Rexroad	Attachment: Direct Deposit Voucher	4/25/2017 5:09:29 PM

# Questions???

- Issues
  - Attendance
    - Regional Secretaries
  - Payroll
    - Finance Department