Sedalia School District 200

HR Portal
All Staff Training
What is an HR Portal?

The HR Portal is a web-based application that provides the following:

- Methods to make demographic change requests and leave requests.
- Provides various types of information to district employees.
How will the HR Portal DIRECTLY affect me as an employee?

- Requesting Leave *(Leave Requests)*
- Requesting Change of Address
- Name Changes - *(Pending Approval - Until you have submitted a copy of your NEW Social Security Card to the HR Dept.)*
How will the HR Portal INDIRECTLY affect me as an employee?

Anywhere that you have internet access you will be able to view the following:

- Personal and W4 Information
- Pay History
- Benefit History (Board Paid Health/Life Insurance)
- Deduction History (All Payroll Deductions)
Does this mean I can no longer submit paper leave requests, address changes, or name changes?

Yes

Will this be mandatory?

Yes

When will submitting requests using the HR Portal be mandatory?

January 2, 2008
What if I submit a paper request after January 2008?

The paper request will not be processed, and returned to you notifying you to submit through the HR Portal.
How will I submit requests?

Anywhere that you have internet access you can submit leave requests and personal information changes with the district just by going to the district’s website at www.sedalia200.com and click on the HR Portal.
Logon
Enter Your User ID and Password. Then click the Login button.

The first time you logon your User ID and Password will be your social security number without any dashes.
This screen is used to access the various portal features.

The “MyPortal” box contains the authorized features for each user.
Watch for District News postings.
User ID’s and Passwords are changed separately. They must be at least six (6) characters long and contain no spaces.
Change User ID, Password

To change User ID click on your existing User ID; type in your new six digit User ID (with no spaces); click “Update UserID.”

To update Password click on your existing Password; type in your new six digit password (with no spaces); verify password; click “Update Password.”
Submit Leave Request

The entered fields are:

From Date - Enter the date the leave is to begin. Required entry.

To Date - Enter the date the leave is to end. Required entry.
Submit Leave Request

Duration -

Personal, sick, and vacation must be entered as either 0.50 for half a day of leave or 1.00 for a full day of leave.

Support Staff Only

Comp Time is entered by the hour and must be entered in increments of no less than 0.25 of an hour.

I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!
Submit Leave Request

Type of Leave –
This drop down list that contains the leave types that this person has.

Leave Request Routing – This is the approval routing to be used in SISFIN.

I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!
Submit Leave Request

Leave Request Routing – drop down list. You will select from one of the following:

Administrator Leave Request – All Administrators regardless of building/location.

Building Leave Request – All Buildings with the exception of Administrators; Departments; Whittier as listed below:

Central Office Leave Request
Food Service Leave Request
Maintenance Leave Request
Special Service Leave Request
Whittier HS Leave Request

I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!
Submit Leave Request

Substitute Required – Click this box if a Substitute is required.

I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!
Submit Leave Request

Comments –
Enter any additional information.
When all the entries are filled in, click the submit button.

This is for Jury Duty.
This screen displays the status of any pending Leave Requests.

In this example, the request has 2 steps and both are canceled. This is updated and maintained by whomever approves your leave request.

Usually your Principal/Director and Bldg Admim Asst.
Submit Personal Information Changes

Current Personal Information

| Name and Address          | Monty Python Jr  
|                          | 1706 BRIARWOOD LANE  
|                          | St Louis MO 20202         |
| Phone Number              | (816) 630-1913            |
| Email Address             |                           |
Submit Personal Information Changes

This screen is used to submit Personal Information Changes. At least one personal information entry plus the routing is required.
If the Effective Date for the request is prior to the current date, or if the Effective Date is blank, then the change after approved will update immediately.
If the Effective Date is after the current date, the changes are not applied at that time of approval. They are stored and are applied the first time a user logs into SISFin on or after the Effective Date.
Various demographic information is displayed as well as Federal and State W4 deduction information, as well as links to the Federal W-4 form, State W-4 form, and to the Social Security Administration web page.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Address</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Birth Date</td>
</tr>
<tr>
<td>Hire Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal W4</th>
<th>State W4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status</td>
<td>Married</td>
</tr>
<tr>
<td></td>
<td>Married - Spouse Works</td>
</tr>
<tr>
<td>Dependants</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.0000</td>
</tr>
<tr>
<td>Additional</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Fixed</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Fixed Percent</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Various pay information is displayed including: Gross Pay, Deductions, Net Pay, Check Date and Check number.

<table>
<thead>
<tr>
<th>Gross Pay</th>
<th>Fed Tax</th>
<th>State Tax</th>
<th>City Tax</th>
<th>OASDI</th>
<th>Medicare</th>
<th>FICA</th>
<th>SS</th>
<th>PEERS</th>
<th>Other</th>
<th>Total Ded</th>
<th>Net Pay</th>
<th>Check Date</th>
<th>Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>486.03</td>
<td>18.57</td>
<td>7.00</td>
<td>0.00</td>
<td>0.00</td>
<td>30.75</td>
<td>7.19</td>
<td>0.00</td>
<td>27.25</td>
<td>0.00</td>
<td>610.21</td>
<td>7/27/2005</td>
<td>97509</td>
<td></td>
</tr>
<tr>
<td>534.63</td>
<td>17.15</td>
<td>8.00</td>
<td>0.00</td>
<td>33.11</td>
<td>7.74</td>
<td>0.00</td>
<td>0.00</td>
<td>29.37</td>
<td>0.00</td>
<td>636.62</td>
<td>8/15/2005</td>
<td>97727</td>
<td></td>
</tr>
<tr>
<td>202.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>18.74</td>
<td>3.60</td>
<td>0.00</td>
<td>0.00</td>
<td>14.41</td>
<td>0.00</td>
<td>226.55</td>
<td>8/29/2005</td>
<td>97394</td>
<td></td>
</tr>
<tr>
<td>836.35</td>
<td>19.08</td>
<td>9.00</td>
<td>0.00</td>
<td>36.78</td>
<td>6.60</td>
<td>0.00</td>
<td>0.00</td>
<td>59.05</td>
<td>0.00</td>
<td>924.32</td>
<td>9/15/2005</td>
<td>96977</td>
<td></td>
</tr>
<tr>
<td>626.35</td>
<td>15.66</td>
<td>8.00</td>
<td>0.00</td>
<td>32.02</td>
<td>7.70</td>
<td>0.00</td>
<td>0.00</td>
<td>58.69</td>
<td>0.00</td>
<td>700.78</td>
<td>9/27/2005</td>
<td>96407</td>
<td></td>
</tr>
<tr>
<td>24.60</td>
<td>0.76</td>
<td>0.00</td>
<td>0.00</td>
<td>1.49</td>
<td>0.35</td>
<td>0.00</td>
<td>0.00</td>
<td>1.32</td>
<td>0.00</td>
<td>26.09</td>
<td>9/27/2005</td>
<td>96407</td>
<td></td>
</tr>
</tbody>
</table>
More detailed pay deduction information is displayed for each benefit. In this case it is Dental, Health and Life insurance.
**View Deduction History**

This screen displays various other payroll deductions.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Check Date</th>
<th>Deduction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>104267</td>
<td>4/27/2006</td>
<td>FLEX HEALTH INSURANCE</td>
<td>282.48</td>
</tr>
<tr>
<td>104267</td>
<td>4/27/2006</td>
<td>MISC NEA DUES</td>
<td>9.43</td>
</tr>
<tr>
<td>104267</td>
<td>4/27/2006</td>
<td>MISC NTA INSURANCE</td>
<td>18.90</td>
</tr>
<tr>
<td>104267</td>
<td>4/27/2006</td>
<td>FLEX NTA INS. 125</td>
<td>22.95</td>
</tr>
<tr>
<td>103930</td>
<td>4/13/2006</td>
<td>FLEX HEALTH INSURANCE</td>
<td>282.48</td>
</tr>
<tr>
<td>103930</td>
<td>4/13/2006</td>
<td>MISC NEA DUES</td>
<td>9.43</td>
</tr>
<tr>
<td>103930</td>
<td>4/13/2006</td>
<td>MISC NTA INSURANCE</td>
<td>18.90</td>
</tr>
<tr>
<td>103930</td>
<td>4/13/2006</td>
<td>FLEX NTA INS. 125</td>
<td>22.95</td>
</tr>
</tbody>
</table>
If you forget your User ID, Password

To reset your User ID and Password you MUST EMAIL the HR Department at pmoon@sedalia.k12.mo.us or Payroll Department at hammerly@sedalia.k12.mo.us

Your User ID and Password will default back to your social security number without dashes.
Create a Short Cut to the HR Portal on Your Computer Desk Top

To create a shortcut on your desktop:

Set your cursor on the green HR Portal (*click button*), and right click select “Copy Shortcut.”

Then minimize and go to your desktop right click (anywhere), and select “Paste Shortcut.”
This presentation has been placed on our website. Go to www.sedalia200.com

The “HR Portal All Staff Training” Presentation can be found by going to

• Documents & Forms
• Human Resources
• Select (double click) on HR Portal All Staff Training
Sedalia School District 200

End of All Staff Training Session