Welcome to the alio Employee Portal!

The alio Employee Portal is a component of our alio Financial and Human Resources Software Program. Convenient and easy to use, the portal is a valuable tool to access your personal information as well as a staff directory and a library of district forms. Connecting is secure and easy from any computer with internet access.

With the Employee Portal you can:

- **View your current business and personal online business card information**
- **View a message area including district contact information for alio help and inquiries**
- **Access a staff directory**
- **Access a variety of district forms**
- **View your paycheck calendar**
- **View and/or print a copy of your pay stub (check or advice of deposit)**
- **View and/or print a copy of your W2's**
- **View leave balances and details (Personal, sick, vacation)**
- **View detailed leave calendar**
- **View your active deductions**
- **View your active benefits**
- **Submit changes to your demographic information to HR**

What follows is a guide for using the alio Employee Portal. Please read through the following guide before logging on. Please print this guide only if necessary. The Portal is very user friendly and most will not need to refer to the guide after navigating through the portal once or twice. We are focusing on saving paper and printing costs by providing this information online. If you choose, you can save it to your desktop for future reference.

District 67 employees will use:
http://lfsalioapp.lfschools.net:81/epd67/employee/serve/ss-request.php

District 115 employees will use:
http://lfsalioapp.lfschools.net:81/epd115/employee/serve/ss-request.php

You can bookmark the web address in your "favorites" for easy access.

For employee information such as your employee ID number, please contact Lisa Tadel, ltadel@lfschools.net
For help or questions about the Employee Portal, please contact Lisa Gillespie, lgillespie@lfschools.net

Creating an Account

Your first step as a new user of Employee Portal is to create an account. You must have an active employee record in the **alio** software solution to create an Employee Portal account.

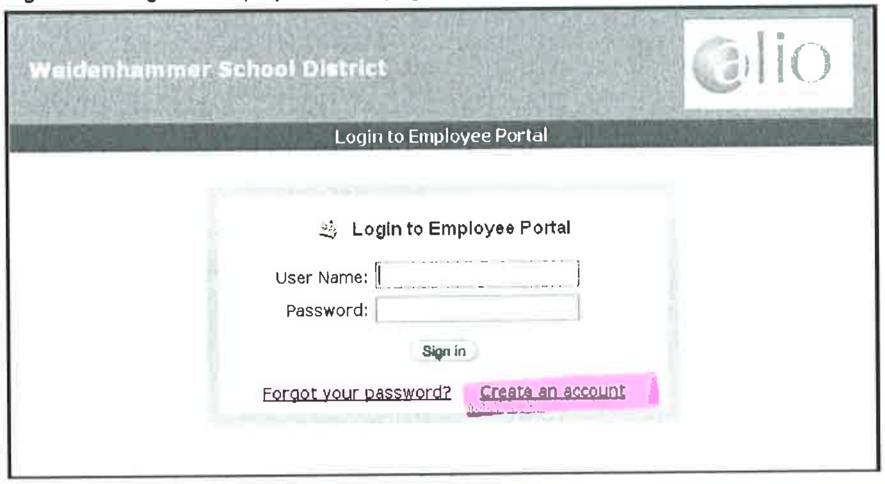
If granted permission by the administrator, a former employee (employee status in **alio** is inactive) may create an Employee Portal account.

To create an Employee Portal account:

1. Launch your Web browser and open the Employee Portal Employee Interface. The **Login to Employee Portal** page appears.

   Tip: A message will display if the MySQL or Oracle connection is not available. Contact your Employee Portal administrator for assistance.

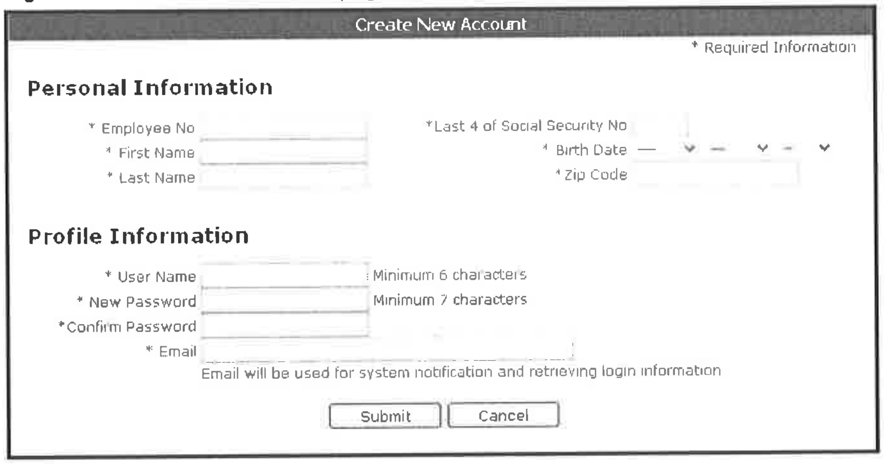
   Figure 1-1. Login to Employee Portal page

2. Click the **Create an account** link. The **Create New Account** page appears.

   Tip: Fields marked with a red asterisk (*) are required.

Figure 1-2. Create New Account page



3. In the **Employee No** field, type your employee identification number. This number is assigned in **alio**.
4. In the **First Name** field, type your first name.
5. In the **Last Name** field, type your last name.
6. In the **Last 4 of Social Security No** field, type the last four digits of your social security number.
7. In the **Birth Date** field, select the year, month, and day of your birth date.
8. In the **Zip Code** field, type the zip code of your current home address.
9. In the **User Name** field, type the user name you want to use to log in to Employee Portal. You must enter at least six characters. The back slash (\) character is not valid. If entered, an error message will display prompting you to remove the \ from the User Name.
10. In the **New Password** field, type the password you want to use to log in to Employee Portal. You must type a minimum of 6 characters. Single and double quote characters are not permitted.
11. In the **Confirm Password** field, type the same password you entered in the **New Password** field.
12. In the **Email** field, type the e-mail address at which you want to receive automatic notifications from Employee Portal.
13. Click the **Submit** button to save your employee profile. An e-mail notification is sent to the Employee Portal Info Email account.

Logging in to Employee Portal

Follow this procedure to log in to the Employee Portal Employee interface.

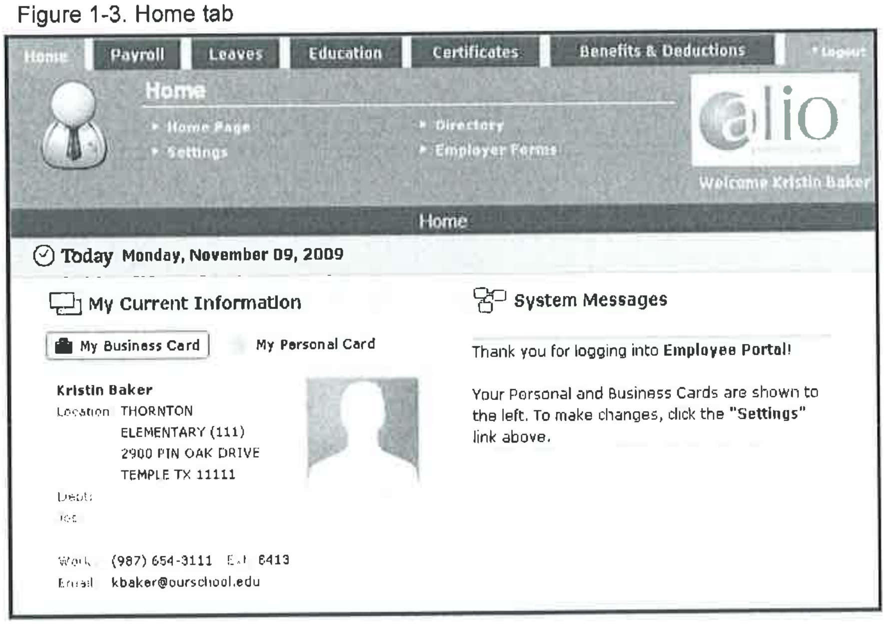
> **NOTE:** If you click the browser's **Back** button when the **Home** page is displayed, the **Login to Employee Portal** page appears and your Employee Portal session ends.

To log in to the Employee interface:

1. Launch your Web browser and open Employee Portal. The **Login to Employee Portal** page appears (see Figure 1-1 on page 2).
2. In the **User Name** field, type your user name.
3. In the **Password** field, type your password.
4. Click **Sign in** to open Employee Portal. The **Employee Portal Home** tab appears.

   Tip: A message will display if the MySQL or Oracle connection is not available. Contact your Employee Portal administrator for assistance.

   Figure 1-3. Home tab



Requesting/Resetting a Password

Use the Forgot your password? link to request a new password, if you forget your current password. You will receive an e-mail that contains a link to access the Reset Your Password page.

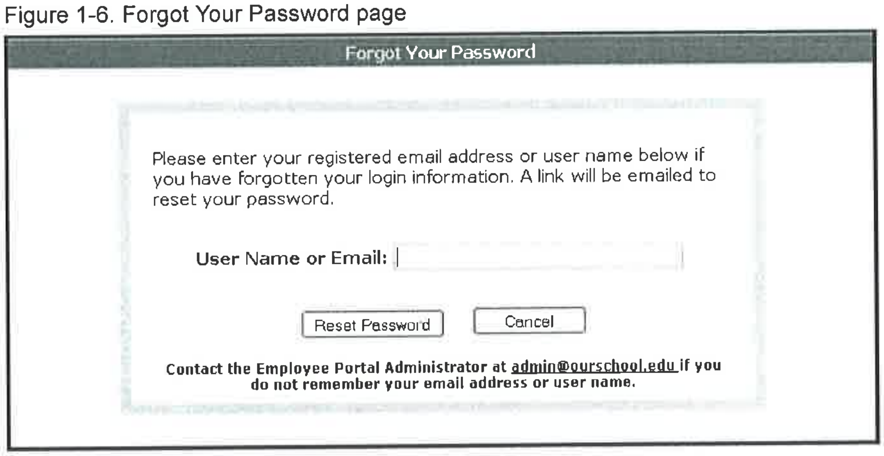
NOTE: This link will expire two days (48 hours) after the e-mail is generated.

A system administrator can also log into the system and manually unlock an employee's locked account.

To reset your password:

1. On the **Login to Employee Portal** page, click the **Forgot your password?** link. The **Forgot Your Password** page appears.

   Figure 1-6. Forgot Your Password page

2. In the **User Name or Email** field, type your current user name or your e-mail address.

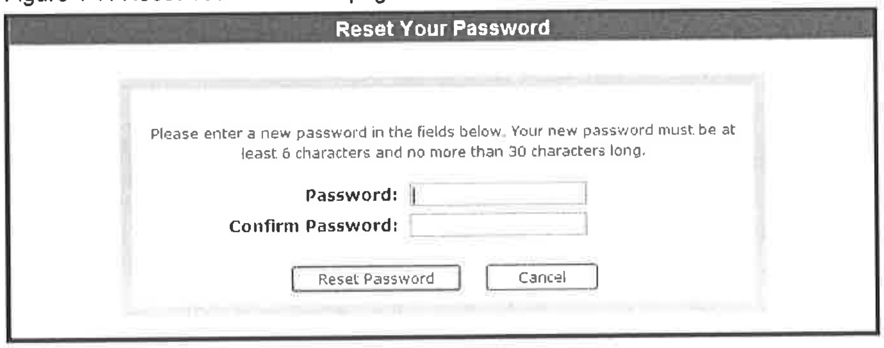
   Note: You may contact your Employee Portal Administrator using the e-mail address located at the bottom of the page if you do not remember your e-mail address or user name.

3. Click **Reset Password**. A message appears notifying you that a link was sent to your e-mail address.

4. Launch your e-mail account and open the e-mail notification.

5. Click the link included in the e-mail. The **Reset Your Password** page appears.

Figure 1-7. Reset Your Password page



6. In the **Password** field, type your new password. You must type a minimum of 6 characters. Single and double quote characters are not permitted.
7. In the **Confirm Password** field, type your new password again.
8. Click **Reset Password** to save the new password. The next time you log in to the Employee Portal you must use your new password.

Logging out of Employee Portal

To log out of Employee Portal:

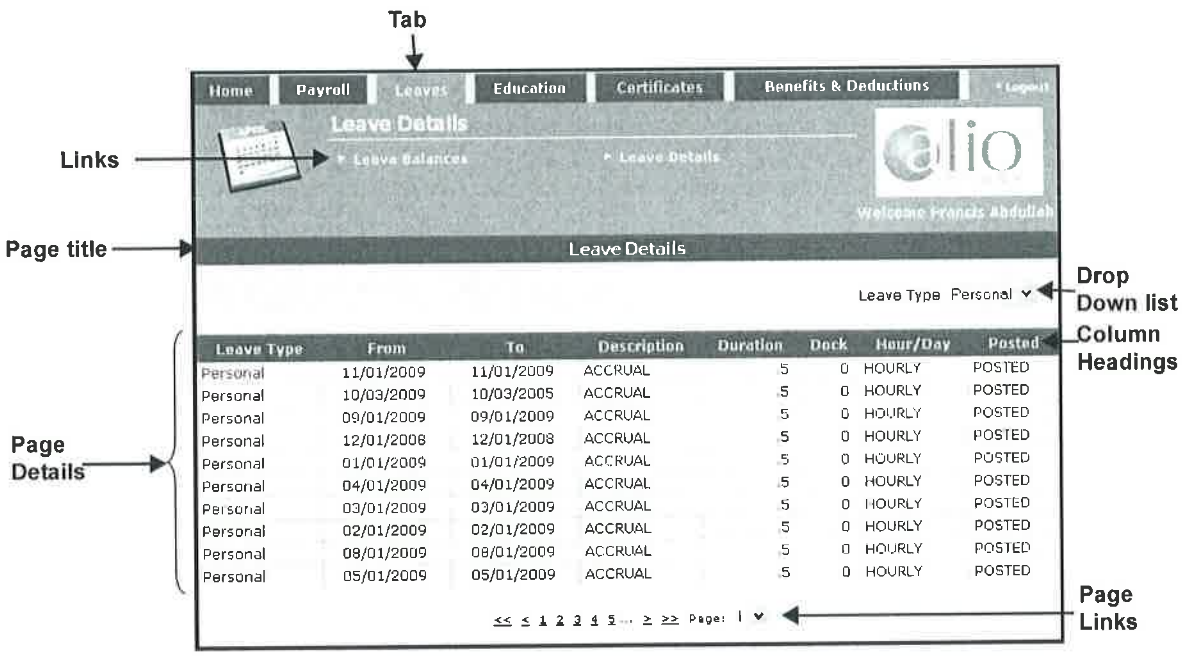
- Click the **Logout** link in the upper right corner of the page.

Navigating Employee Portal Pages

Employee Portal is a Web-based software solution. Use this section to familiarize yourself with the terminology related to the Employee Portal pages and the techniques used to navigate those pages.

The following figure illustrates a typical page and identifies the essential items on that page that are referenced throughout this guide.

Figure 1-8. Employee Portal page components

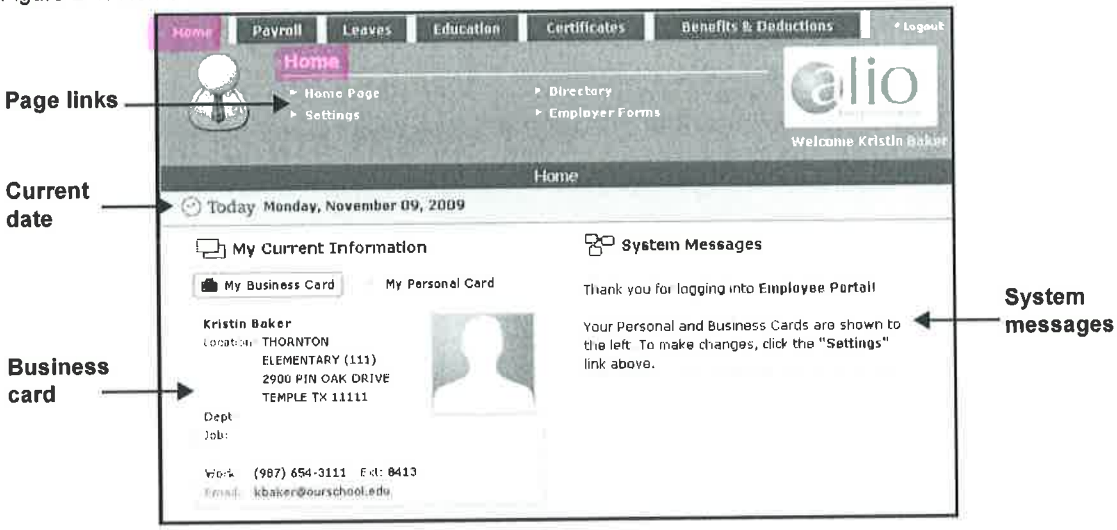


Navigating the Home Tab

Use the Home tab to access the links to configure your Employee Portal settings, display a company directory, and view company forms.

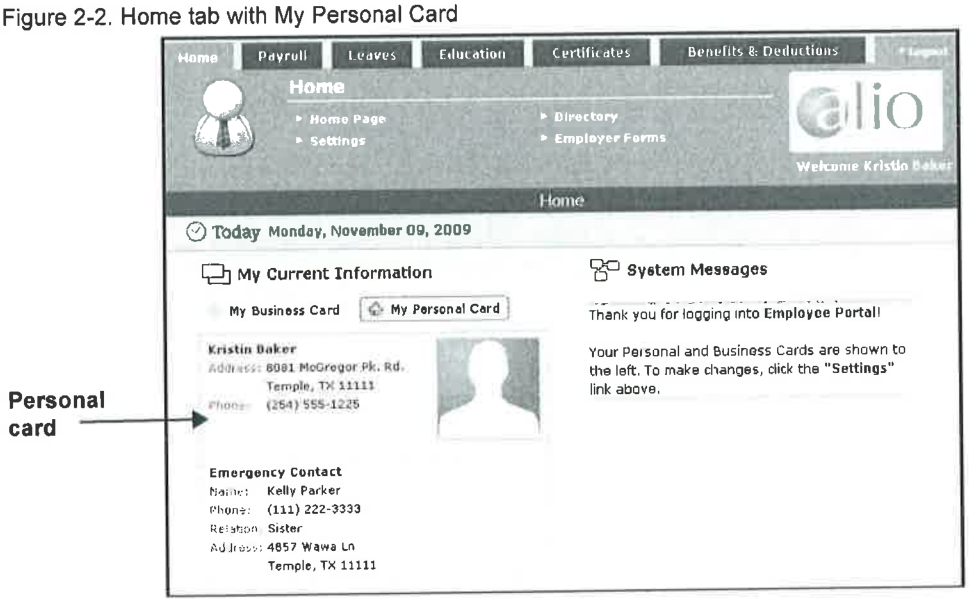
> **NOTE:** If you click the browser's **Back** button when the **Home** page is displayed, the **Login to Employee Portal** page appears and your Employee Portal session ends.

Figure 2-1. Home tab



Click the **My Personal Card** button to view your personal contact information.

Figure 2-2. Home tab with My Personal Card



Home Tab Links

Click the links at the top of the Home tab to configure the Employee Portal Employee Interface account settings, view a company directory, and view company forms. The following table explains each option.

Table 2-1. Home tab links

Link	Purpose	Page Ref
Home Page	Click the **Home Page** link to return to the Home tab from another page in the Employee Interface.	N/A
Settings	Click the **Settings** link to configure your Employee Portal account settings.	Page 14
Directory	Click the **Directory** link to view a company directory. You can also search for an employee in the directory and print that employee's business and personal cards.	Page 20
Employer Forms	Click the **Employer Forms** link to view and print company forms.	Page 26

Configuring Your Employee Portal Account Settings

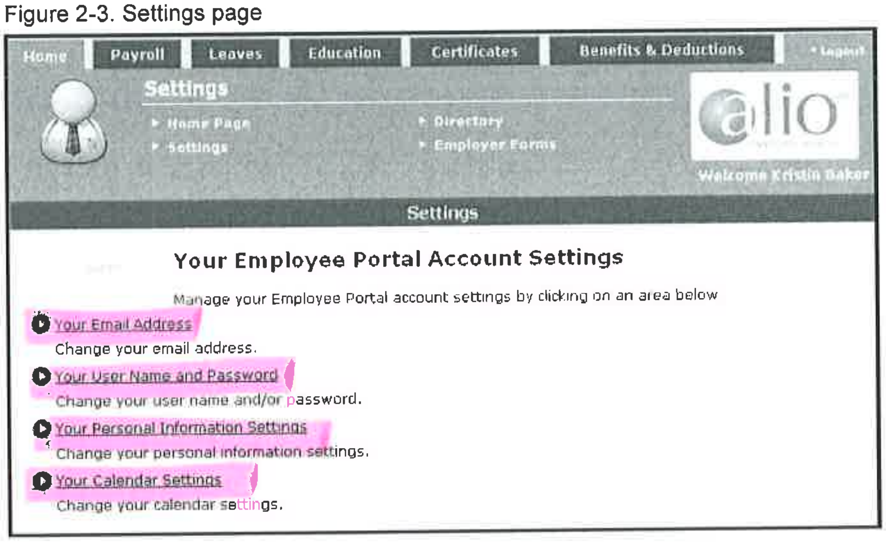
Use the Settings link to:

- Change your e-mail address, Employee Portal user name, and password
- Select the home information that displays in the Company Directory
- Set the start and end month for the calendars that display on the Pay Check Calendar and Leave Balances pages

To configure your Employee Portal account settings:

- On the **Home** tab, click the **Settings** link. The **Settings** page appears.

Figure 2-3. Settings page



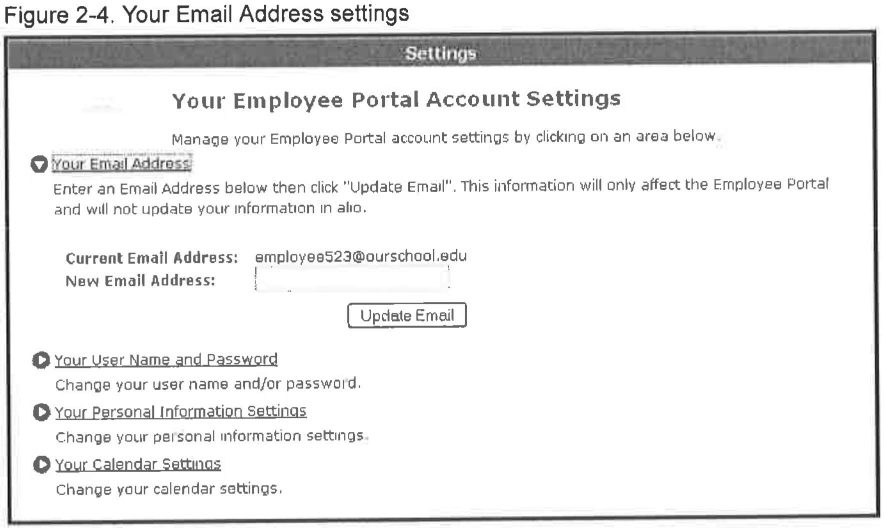
Updating Your Employee Portal E-mail Address

Use the Your Email Address link to change the e-mail address used by the automated e-mail notification system. Changing your e-mail address in Employee Portal does not update your e-mail address in **alio**.

To update your e-mail address:

1. Click the **Your Email Address** link.

Figure 2-4. Your Email Address settings



2. In the **New Email Address** field, type the e-mail address you want to use with the automated e-mail notification system.
3. Click the **Update Email** button to save the new e-mail address. A message is displayed stating that your settings were saved and the **Your Email Address** link is closed.

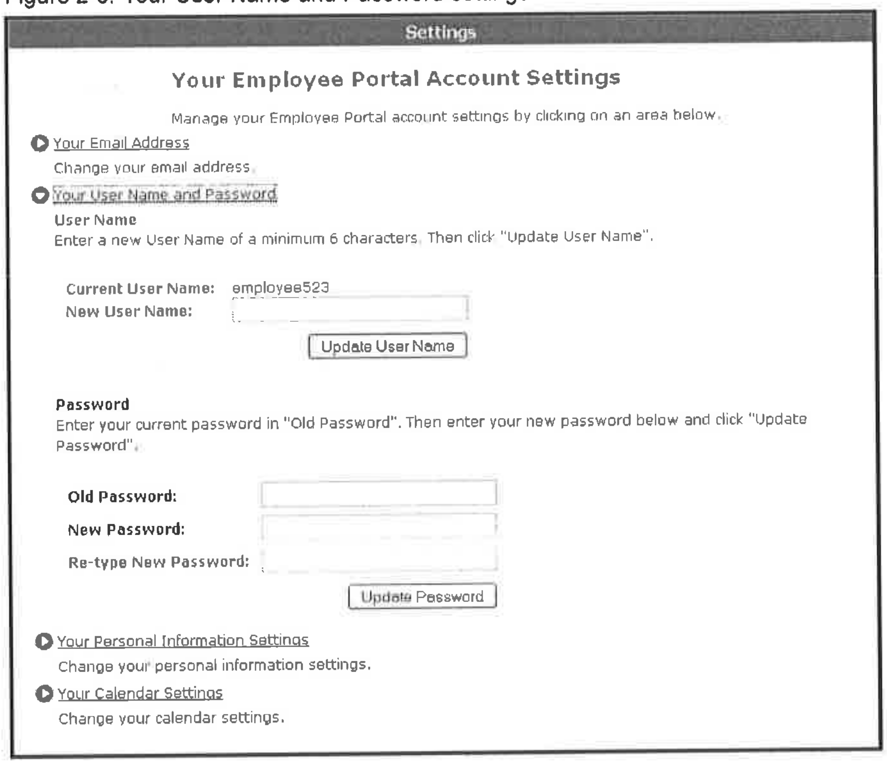
Updating Your User Name and Password

Use the Your User Name and Password link to change your user name and your password.

To update your user name:

1. Click the **Your User Name and Password** link.

Figure 2-5. Your User Name and Password settings



2. Type the **New User Name.**
3. Click the **Update User Name** button. A message is displayed stating that your settings were saved and the **Your User Name and Password** link is closed.

   The next time you log in to Employee Portal, use your new user name.

To update your password:

1. Click the **Your User Name and Password** link.
2. In the **Old Password** field, type your current password.
3. In the **New Password** field, type your new password. You must type a minimum of 6 characters. Single and double quote characters are not permitted.
4. In the **Re-type New Password** field, type your new password again.
5. Click the **Update Password** button. A message is displayed stating that your settings were saved and the **Your User Name and Password** link is closed.

   The next time you log in to Employee Portal, use your new password.

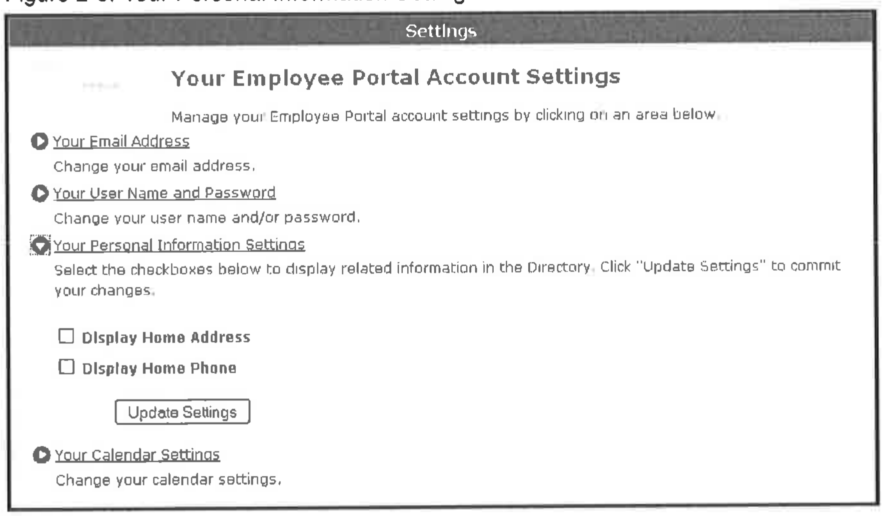
Changing Your Personal Settings

Use the Your Personal Information Settings link to set the default home information that displays on the My Personal Card in the Company Directory page.

To change your personal settings:

1. Click the **Your Personal Information Settings** link.

Figure 2-6. Your Personal Information Settings



2. Click to select the **Display Home Address** check box to display your home address on the **My Personal Card** on the **Company Directory** page. Select this option to make your home address visible to all employees.
3. Click to select the **Display Home Phone** check box to display your home telephone number on the **Personal Information Card** in the **Company Directory**. Select this option to make your home telephone number visible to all employees.
4. Click the **Update Settings** button to save your changes. A message is displayed stating that your settings were saved and the **Your Personal Information Settings** link is closed.

Changing Your Calendar Settings

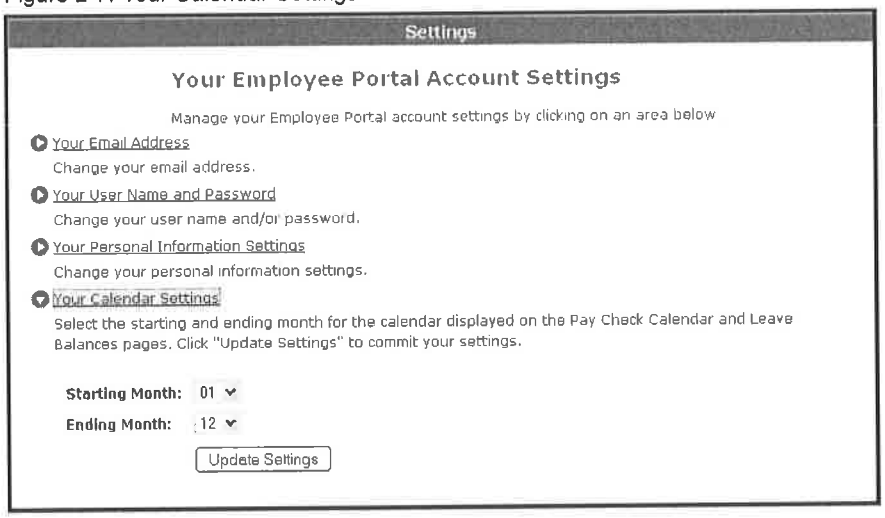
Use the Your Calendar Settings link to set the start and end month for the calendars that display on the following pages:

- Pay Check Calendar page
- Leave Balances page

To change your calendar settings:

1. Click the **Your Calendar Settings** link.

Figure 2-7. Your Calendar Settings



2. In the **Starting Month** list, click the first month that will display in the calendars, where 01 represents January, 02 represents February, and so on. For example, to display a calendar from January through December, select 01 as the starting month.
3. In the **Ending Month** list, click the last month that will display in the calendars, where 01 represents January, 02 represents February, and so on. For example, to display a calendar from January through December, select 12 as the ending month.
4. Click the **Update Settings** button to save your changes. A message is displayed stating that your settings were saved and the **Your Calendar Settings** link is closed.

Viewing the Company Directory

Use the Directory link to view all employees that work in your organization or in one specific location. Your system administrator determines the locations that you can view in the Company Directory.

An employee must have an active status in **alio** to be included in the Company Directory. If the employee's record in **alio** has an inactive status, that employee's information is not available in the Company Directory even if their Employee Portal status is active. An inactive status in **alio** indicates the employee is no longer part of your organization.

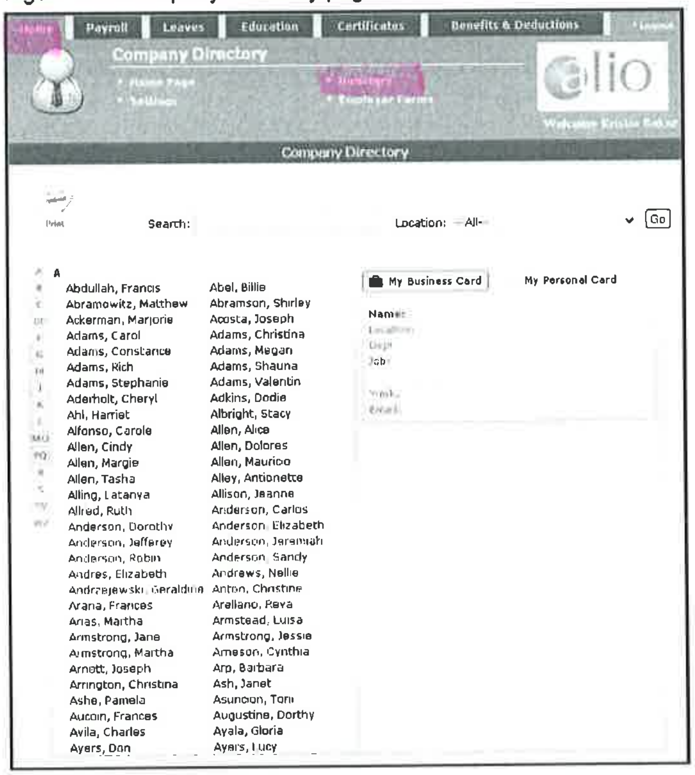
The Location displayed on the employee's Business Card is from the employee's current job. If no valid job is found in the current contract year, the employee's work location is used. If more than one work location record exists, the first one found is displayed. If there is no work location record found, then a message displays stating no current information can be found for this employee.

You can use the Your Personal Information Settings link on the Settings page to determine the home information that displays on your My Personal Card in the Company Directory. You can elect to display your primary home address and telephone number, only your home address, only your telephone number, or no home information. The primary home address and phone number that displays is maintained in **alio**.

To view the Company Directory:

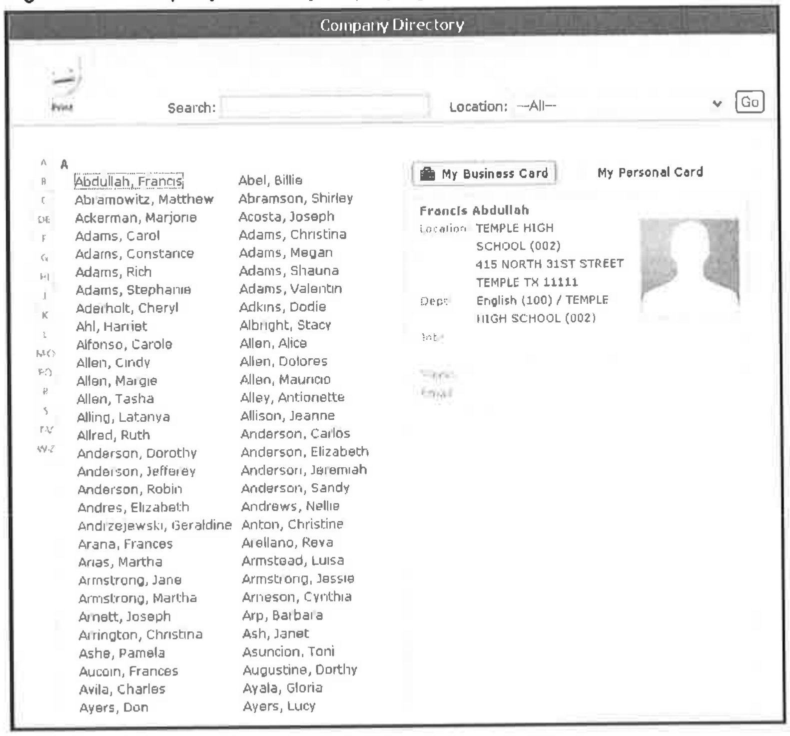
1. On the **Home** tab, click the **Directory** link. The **Company Directory** page appears.

Figure 2-8. Company Directory page



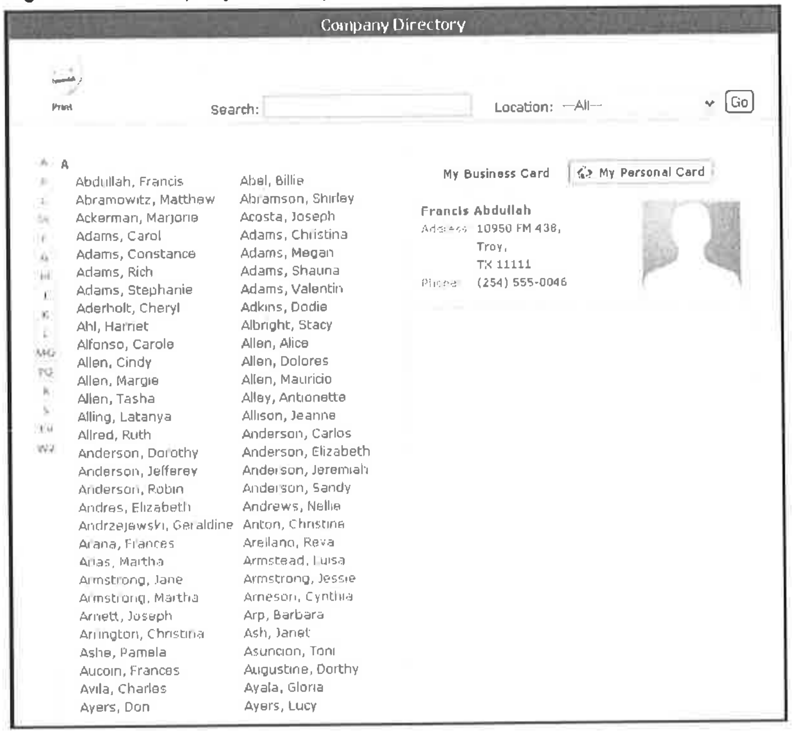
2. Click an **Alphabet** tab to list all employees whose last name begins with that letter.
3. Click a name in the employee list to display that employee's Business Card.

Figure 2-9. Company Directory displaying an employee's business card



4. Click the **My Personal Card** button to display that employee's home information, if available.

Figure 2-10. Company Directory displaying an employee's personal card



Searching the Directory for an Employee Record

You can search the directory by name for a specific employee record, by location, or by name and location.

To search for an employee record by name:

1. In the **Search** field, type the characters contained in the employee's name.
2. Click the **GO** button to display the employee records on each **Alphabet** tab that meet the search criteria entered, that is the characters entered are contained in the employee's name.

To list employee records by location:

1. In the **Location** field, click the location from the list provided. Your system administrator determines the locations available for selection in this list.
2. Click the **GO** button to display the employees on each Alphabet tab that work in the selected location.

To search for an employee by name and location:

1. In the **Search** field, type the characters contained in the employee's name.
2. In the **Location** field, click the location from the list provided. Your system administrator determines the locations available for selection in this list.
3. Click the **GO** button to display the employees on each **Alphabet** tab that meet the selected search criteria.

Viewing Employer Forms

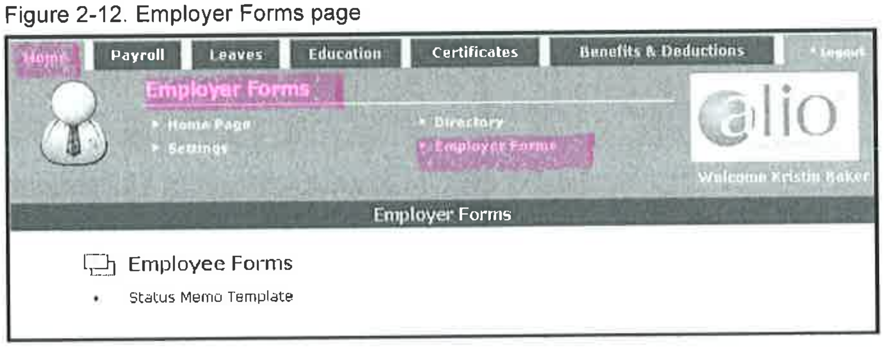
Use the Employer Forms link to view company forms uploaded by the system administrator.

> **IMPORTANT:** You must select the **Display PDF in browser** option to view PDF documents using Adobe® Reader. You may set this option by accessing **Edit > Preferences > Categories: Internet in Adobe Reader**.

To view a company form:

1. On the **Home** tab, click the **Employer Forms** link. The **Employer Forms** page appears.

   Figure 2-12. Employer Forms page

2. Click a form name to download the form. A window appears prompting you to save or open the form.
3. Select the **Save** option to save the form to a directory on your computer or the **Open** option to open the form in a new window.

   Tip: If you open the form in a new window, you can print the form using the application's print function.
4. Click **Close** to close the page.

Navigating the Payroll Tab

Use the Payroll tab to view the payroll calendar for the current year and your Payroll Advice, salary compensation details and W-2s. Your system administrator determines the number of past year pay checks/advices and W-2s available to view and print.

You can set the first and last month that display in the pay check calendar using the Your Calendar Settings link on the Settings page. Refer to "Changing Your Calendar Settings" on page 19 for further information.

Dates with a green highlight represent a pay day.

Figure 3-1. Payroll tab

To change the calendar year:

- Click the **Left Arrow** button to view a previous year's pay check calendar. Click the **Right Arrow** button to view the next year's pay check calendar.

  Note: Your administrator defines the range of years available in the **Calendar Year** field.

  Click **Today** to return to the pay check calendar for the current year.

Viewing Your Pay Check/Advice Detail

You can view and optionally print a Pay Advice for any pay day. Pay days are highlighted in green.

If you received multiple checks on the same day, a Pay Check List displays the checks paid on that day. You can select a check to view that pay check and advice detail.

Searching for a Pay Advice

You can use the Past Pay Checks list on the Pay Check/Advice Detail page to search for a pay check by date and check number.

To search by date and check number:

- In the **Past Pay Checks** list, click a pay date/check number record. The **Pay Check/Advice Detail** for that pay date and check number displays on the page.

  Note: Your administrator defines the range of years available in the **Past Pay Checks** list.

Viewing and Printing a Pay Advice

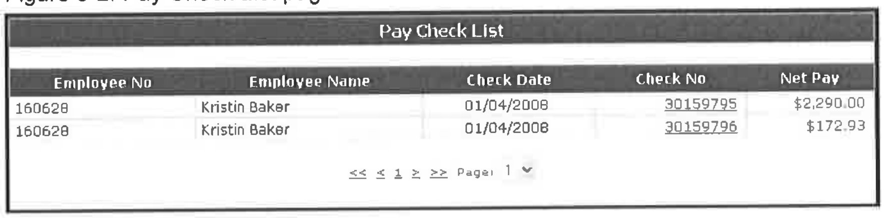
Follow these instructions to view and print a pay advice. Your organization's logo will print at the top of the pay check/advice if the logo is defined in the Employee Portal system preferences by your administrator.

To view and print your Pay Advice:

1. In the **Pay Check Calendar** page, click the pay date for the Pay Advice to view. If you received multiple pay check on that date, a **Pay Check List** page appears.

   If you received only one pay check on the day, the **Pay Check/Advice Detail** page appears (see Figure 3-3 on page 30).

   Figure 3-2. Pay Check List page



Pay Check List

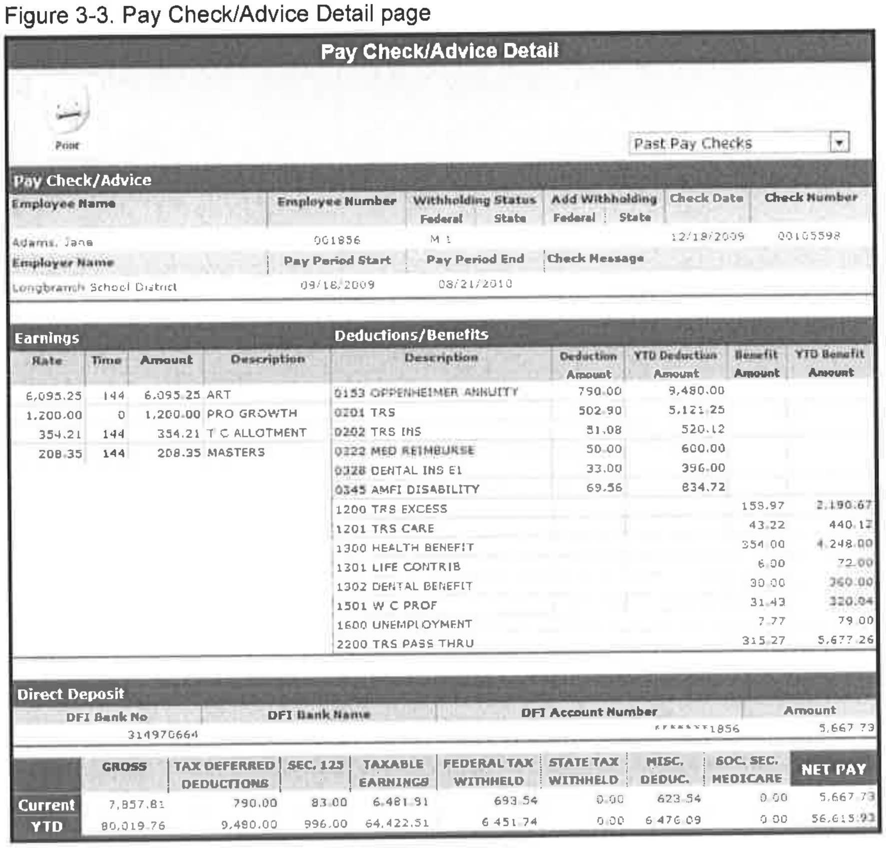
Employee No	Employee Name	Check Date	Check No	Net Pay
160628	Kristin Baker	01/04/2008	30159795	$2,290.00
160628	Kristin Baker	01/04/2008	30159796	$172.93

<< < 1 > >> Page: 1

2. Click a pay check in the list to view the corresponding advice detail. The **Pay Check/Advice Detail** page appears.

   Note: If the **Pay Period Start** and **Pay Period End** dates are not set, these fields will not display on the **Pay Check/Advice Detail** page because this functionality was not supported prior to the **alio** 10.3 release.

   Figure 3-3. Pay Check/Advice Detail page



Pay Check/Advice Detail

Print

Past Pay Checks

Pay Check/Advice

Employee Name	Employee Number	Withholding Status Federal	Withholding Status State	Add Withholding Federal	Add Withholding State	Check Date	Check Number
Adams, Jane	001856	M 1				12/18/2009	00105598

Employer Name	Pay Period Start	Pay Period End	Check Message
Longbranch School District	09/18/2009	08/21/2010	

Earnings

Rate	Time	Amount	Description
6,095.25	144	6,095.25	ART
1,200.00	0	1,200.00	PRO GROWTH
354.21	144	354.21	T C ALLOTMENT
208.35	144	208.35	MASTERS

Deductions/Benefits

Description	Deduction Amount	YTD Deduction Amount	Benefit Amount	YTD Benefit Amount
0153 OPPENHEIMER ANNUITY	790.00	9,480.00		
0201 TRS	502.90	5,121.25		
0202 TRS INS	51.08	520.12		
0222 MED REIMBURSE	50.00	600.00		
0328 DENTAL INS E1	33.00	396.00		
0345 AMFI DISABILITY	69.56	834.72		
1200 TRS EXCESS			158.97	2,190.67
1201 TRS CARE			43.22	440.12
1300 HEALTH BENEFIT			354.00	4,248.00
1301 LIFE CONTRIB			6.00	72.00
1302 DENTAL BENEFIT			30.00	360.00
1501 W C PROF			31.43	320.04
1600 UNEMPLOYMENT			7.77	79.00
2200 TRS PASS THRU			315.27	5,677.26

Direct Deposit

DFI Bank No	DFI Bank Name	DFI Account Number	Amount
314970664		******1856	5,667.73

	GROSS	TAX DEFERRED DEDUCTIONS	SEC. 125	TAXABLE EARNINGS	FEDERAL TAX WITHHELD	STATE TAX WITHHELD	MISC. DEDUC.	SOC. SEC. MEDICARE	NET PAY
Current	7,857.81	790.00	83.00	6,481.91	693.54	0.00	623.54	0.00	5,667.73
YTD	80,019.76	9,480.00	996.00	64,422.51	6,451.74	0.00	6,476.09	0.00	56,615.93

3. Optionally, click the **Print** button to print the Pay Advice. The **Print Pay Check/Advice** page and **Print** window appear.
4. Print the **Pay Advice.**
5. Click **Close** to close the **Print Pay Check/Advice** page.

Downloading a W-2

Use the View W-2s link to download a W-2 for a previous year or the current year. Your system administrator determines the number of past year W-2s you can download.

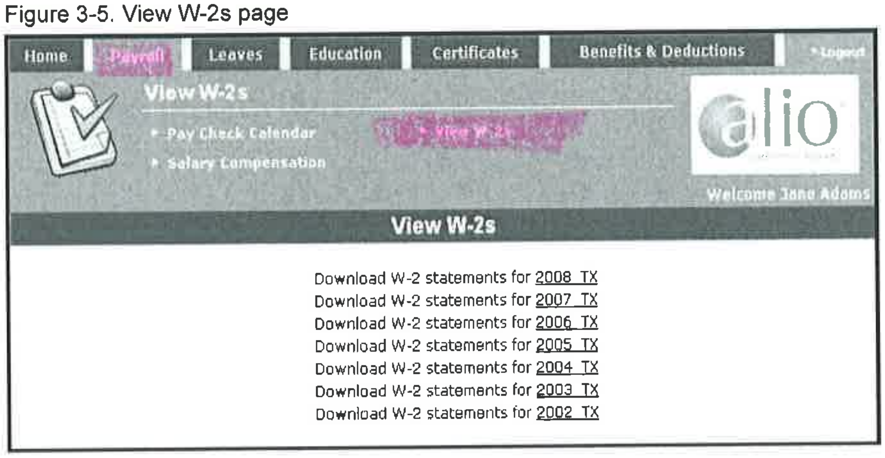
Your district's policy will dictate if you can view and print your original W-2 form or a reissued W-2 form.

> **IMPORTANT:** You must select the **Display PDF in browser** option to view PDF documents using Adobe® Reader. You may set this option by accessing **Edit > Preferences > Categories: Internet in Adobe Reader.**

To download a W-2:

1. On the **Payroll** tab, click the **View W-2s** link. The **View W-2s** page appears.

   Figure 3-5. View W-2s page

2. Click the **year** link to download the W-2 you want to view. The W-2 displays in PDF format on a new page.

   You can print or save the W-2.

3. When finished, close the W-2 document.

Navigating the Leaves Tab

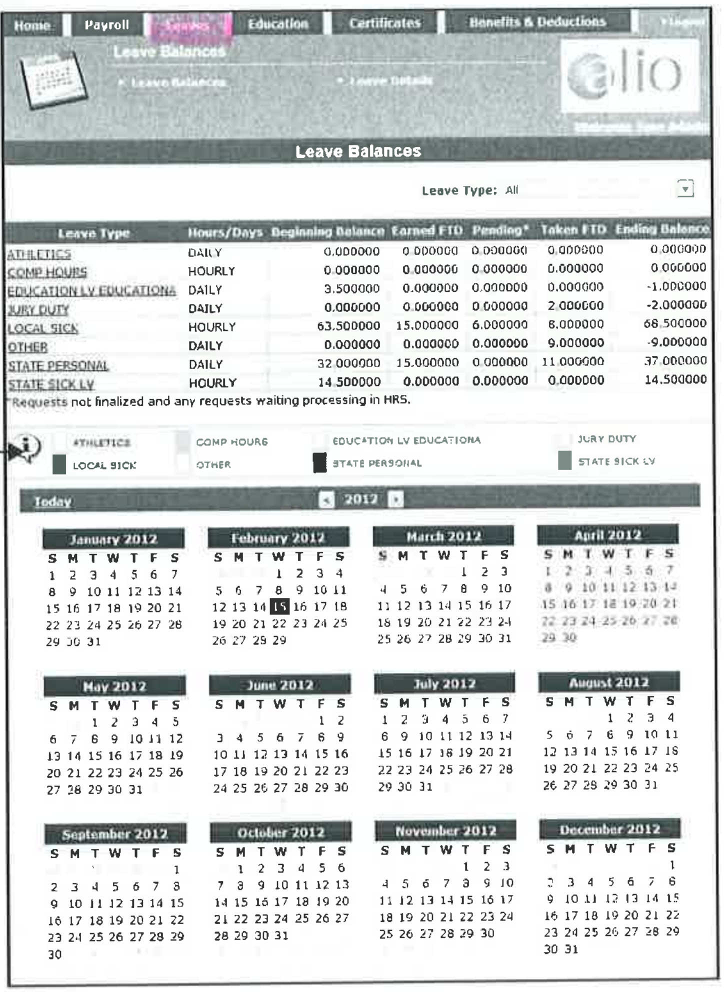
Use the Leaves tab to display a table showing the beginning balance, earned FTD, pending leave (requested via Self Serve but not posted plus any requests awaiting processing in **alio** HRS), taken FTD, and ending balance for each leave type that you accrue. You can also view a calendar that shows when you have scheduled leave days. The type of leave is identified by the color highlighting the date.

Tip: Refer to the calendar legend to determine the type of leave. See the following figure for the location of the calendar legend.

You can set the first and last month that display in the leaves calendar using the Your Calendar Settings link on the Settings page. Refer to "Changing Your Calendar Settings" on page 19 for further information.

Figure 4-1. Leaves tab

Calendar legend



To change the calendar year:

- Click the **Left Arrow** button to view a previous year's leave calendar. Click the **Right Arrow** button to view the next year's leave calendar.

  Click **Today** to return to the leave calendar for the current year.

Filtering the Leaves Calendar

Use the Leave Type list to filter the types of leaves that display on the calendar. The default is to display all leave types on the calendar.

To filter the calendar by leave type:

- In the **Leave Type** list, click the type of leave you want to display. The Leave type table and calendar display only the selected leave type details.

Viewing Leave Details

You can view leave details using one of the following methods:

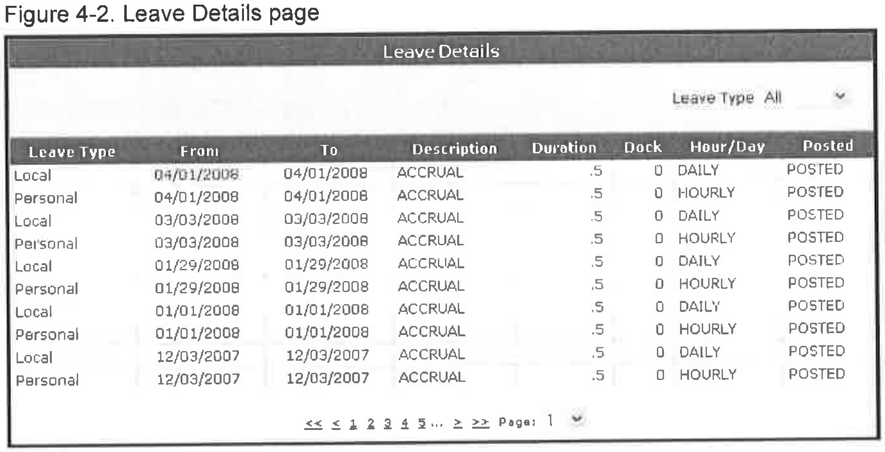
- Click the Leave Details link.
- Click a Leave Type link in the Leaves table.
- Click a highlighted date in the Leaves Calendar.

NOTE: See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view leave details:

1. Select the method you want to use to view leave details. The **Leave Details** page appears.

Figure 4-2. Leave Details page



Leave Details

Leave Type All

Leave Type	From	To	Description	Duration	Dock	Hour/Day	Posted
Local	04/01/2008	04/01/2008	ACCRUAL	.5	0	DAILY	POSTED
Personal	04/01/2008	04/01/2008	ACCRUAL	.5	0	HOURLY	POSTED
Local	03/03/2008	03/03/2008	ACCRUAL	.5	0	DAILY	POSTED
Personal	03/03/2008	03/03/2008	ACCRUAL	.5	0	HOURLY	POSTED
Local	01/29/2008	01/29/2008	ACCRUAL	.5	0	DAILY	POSTED
Personal	01/29/2008	01/29/2008	ACCRUAL	.5	0	HOURLY	POSTED
Local	01/01/2008	01/01/2008	ACCRUAL	.5	0	DAILY	POSTED
Personal	01/01/2008	01/01/2008	ACCRUAL	.5	0	HOURLY	POSTED
Local	12/03/2007	12/03/2007	ACCRUAL	.5	0	DAILY	POSTED
Personal	12/03/2007	12/03/2007	ACCRUAL	.5	0	HOURLY	POSTED

<< < 1 2 3 4 5 ... > >> Page: 1

2. To filter the leave details by type, click a **Leave Type** from the list provided. The table displays leave records for the leave type selected.

6 Using the Certificates Tab

Use the Certificates tab to track earned certifications and to keep those certifications current. You can view active and expired certifications and endorsements related to a certification. Employee certifications are maintained in the **alio** HRS Employee Maintenance System.

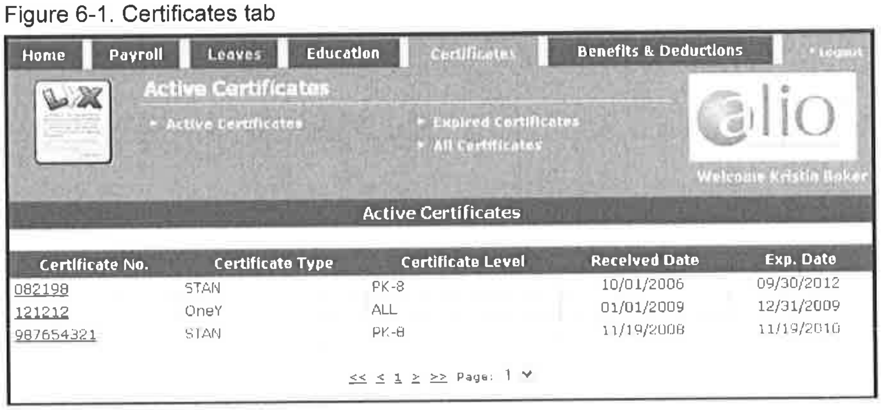
This chapter discusses:

- Navigating the Certificates Tab
- Viewing Active Certificates
- Viewing Expired Certificates
- Viewing All Certificates
- Viewing Certificate Endorsements

Navigating the Certificates Tab

Click the Certificates tab to display the Active Certificates page. This page lists all certification you have received along with the expiration date for each certification. Use this tab to verify that your certifications are correct and up-to-date.

Figure 6-1. Certificates tab



Certificates Tab Links

Click the links at the top of the Certificates tab to view only active or expired certifications or all certifications The following table explains each option.

Table 6-1. Certificates tab links

Link	Purpose	Page Ref
Active Certificates	Click the **Active Certificates** link to list your active certification records on file with Human Resources. Active certifications have an expiration date greater than today's date.	Page 42
Expired Certificates	Click the **Expired Certificates** link to list your certifications that have expired. Certificates displayed on this page are expired when the date is prior to or equal to today's date.	Page 42
All Certificates	Click the **All Certificates** link to list all of your certifications, both active and expired.	Page 43

Viewing Active Certificates

Use the Active Certificates page to view your current certificates.

> **NOTE:** See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view Active Certificates:

- Click the **Active Certificates** link.

  Refer to Figure 6-1 on page 41 for an illustration of the **Active Certificates** page.

Viewing Expired Certificates

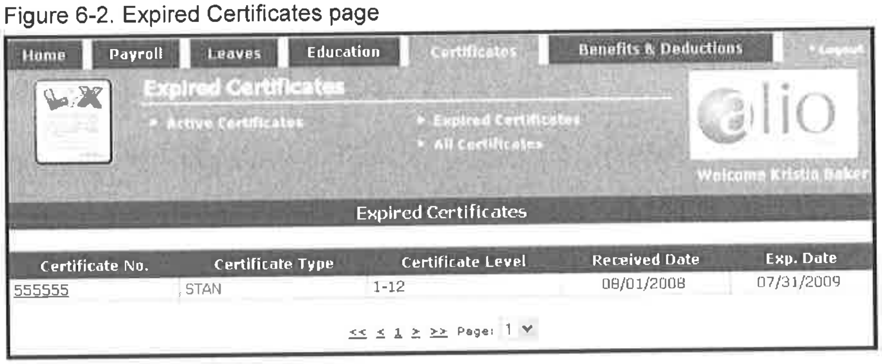
Use the Expired Certificates link to view your expired certificates.

> **NOTE:** See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view the Expired Certifications page:

- Click the **Expired Certificates** link.

Figure 6-2. Expired Certificates page



Viewing All Certificates

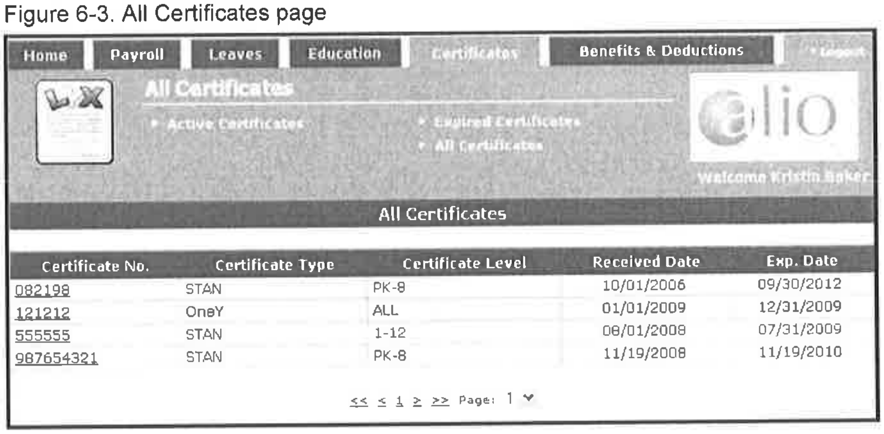
Use the All Certificates link to view your current and expired certificates.

> **NOTE:** See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view the All Certificates page:

- Click the **All Certificates** link.

Figure 6-3. All Certificates page



Viewing Certificate Endorsements

Optionally, you can select a certificate number to list the endorsements related to that certificate. Endorsements are defined in **alio**.

NOTE: See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view the **Endorsements** page:

- On the **Active Certificates, Expired Certificates**, or **All Certificates** page, click the **Certificate No** link to list the endorsements related to that certificate. The **Endorsements** page appears.

Figure 6-4. Endorsements page

Endorsements

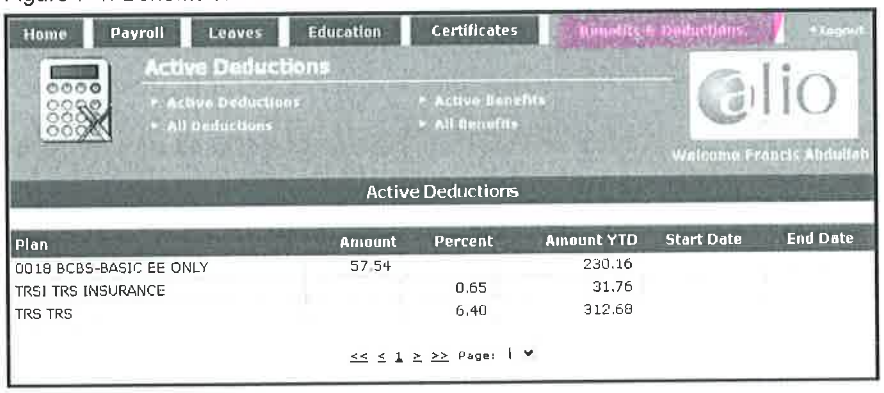
Type	Level	Description	From	To
Bil	3	Elementary Self-Contained	10/01/2006	09/30/2012
ESL	2	Kindergarten	10/01/2006	10/01/2012
PROF	1	Information Processing Technology	10/01/2006	09/30/2012
		Elementary Music		

<< < 1 > >> Page: 1

Navigating the Benefits & Deductions Tab

Click the Benefits & Deductions tab to view your current payroll deductions and benefit packages for accuracy. You can also view future and expired payroll deductions and benefits.

Figure 7-1. Benefits and Deductions tab



Benefits & Deductions Tab Links

Click the links at the top of the Benefits & Deductions tab to view current, future, and expired payroll deductions and benefit packages. The following table explains each option.

Table 7-1. Benefits & Deductions tab links

Link	Purpose	Page Ref
Active Deductions	Click the **Active Deductions** link to list your current payroll deductions. This is the default view.	Page 47
All Deductions	Click the **All Deductions** link to list your current, future, and expired payroll deductions.	Page 47
Active Benefits	Click the **Active Benefits** link to list your current benefit packages.	Page 48
All Benefits	Click the **All Benefits** link to list your current, future, and expired benefit packages.	Page 49

Viewing Active Deductions

Use the Active Deductions page to view your current payroll deductions. Your payroll deductions are maintained using the **alio** HRS Payroll Processing System.

NOTE: See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view Active Deductions:

- Click the **Active Deductions** link.

  Refer to Figure 7-1 on page 46 for an illustration of the Active Deductions page.

Viewing All Deductions

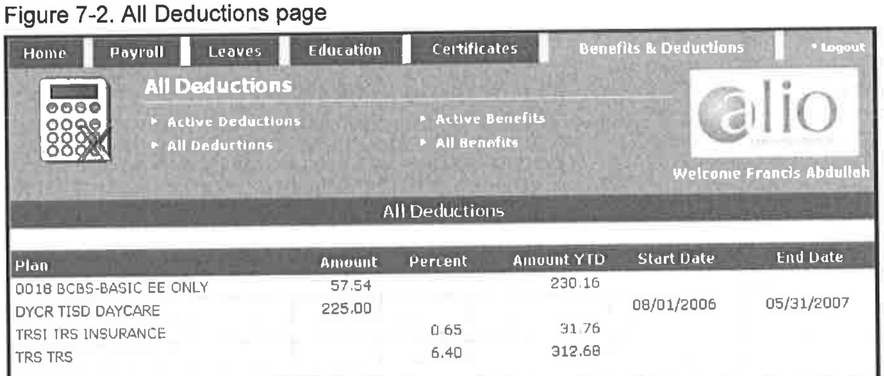
Use the All Deductions link to view your current, future, and expired payroll deductions. Future payroll deductions have a start date that begins in the future. Expired payroll deductions have an end date.

NOTE: See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view the All Deductions page:

- Click the **All Deductions** link.

Figure 7-2. All Deductions page



Plan	Amount	Percent	Amount YTD	Start Date	End Date
0018 BCBS-BASIC EE ONLY	57.54		230.16		
DYCR TISD DAYCARE	225.00			08/01/2006	05/31/2007
TRSI TRS INSURANCE		0.65	31.76		
TRS TRS		6.40	312.68		

Viewing Active Benefits

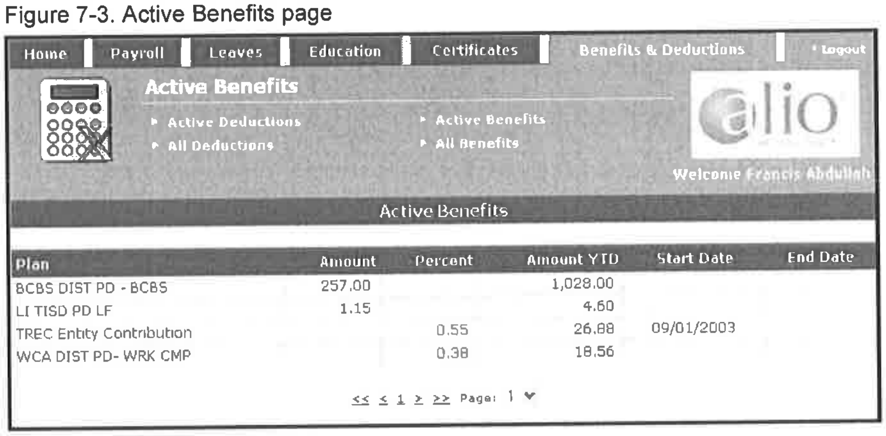
Use the Active Benefits page to view the benefit packages in which you are currently enrolled.

NOTE: See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view the Active Benefits page:

- Click the **Active Benefits** link.

Figure 7-3. Active Benefits page



Viewing All Benefits

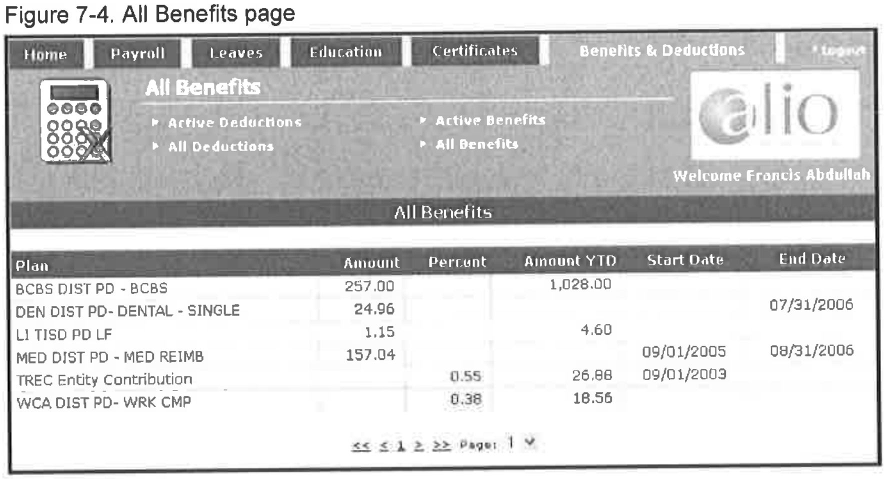
Use the All Benefits page to view the current, future and expired benefit package enrollments. Future benefit package enrollments have a start date that begins in the future. Previously enrolled benefit packages have an end date.

NOTE: See the sorting and page navigation methods in "Navigating Employee Portal Pages" on page 8.

To view the All Benefits page:

- Click the **All Benefits** link.

Figure 7-4. All Benefits page



Submitting a General Information Request

Follow these steps to submit a request to change your contact information in your electronic personnel file.

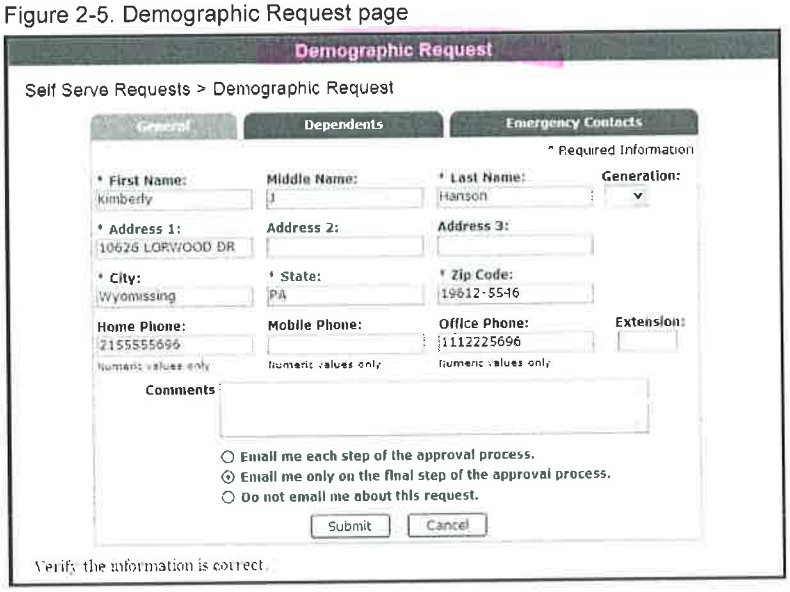
To submit the request:

1. On the **Self Serve** tab, click the **Make A Request** link. The **Make a Request** page appears (see Figure 1-2 on page 3).
2. Click the **Demographics** link. The **Demographic Request** page appears with the **General** tab selected.

   Tip: Any field with a gray background is protected information and cannot be changed.

   Note: The message displayed at the bottom of the page is entered by the administrator. This message may change so it is important to read the message each time you make a request.

Figure 2-5. Demographic Request page



3. Make the necessary changes to the data entry fields.

   Tip: A red asterisk (*) identifies required fields. Press **Tab** to move from one field to another.

4. Click to select one of the following options:
   - **Email me each step of the approval process** option to receive an e-mail notification each time the request is approved.
   - **Email me only on the final step of the approval process** option to receive an e-mail notification only when your request receives final approval.
   - **Do not email me about this request** option to not receive any e-mail notification about the approval status of your request.
5. Click **Submit** to submit the request for approval.

Submitting a Dependent Request

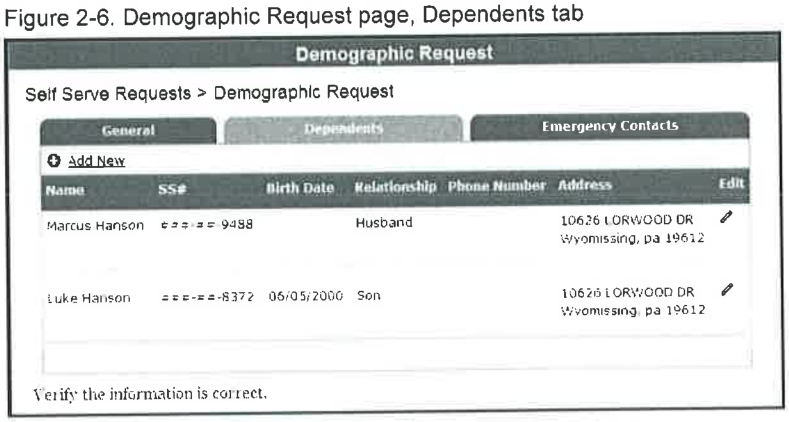
Use this procedure to submit a request to add a new dependent record, update an existing dependent record, or delete a dependent record.

To submit a request to add a dependent:

1. On the **Self Serve** tab, click the **Make A Request** link. The **Make a Request** page appears (see Figure 1-2 on page 3).
2. Click the **Demographics** link. The **Demographic Request** page appears.
3. Click the **Dependents** tab.

   Tip: If applicable, a list of current dependents displays at the top of the page.

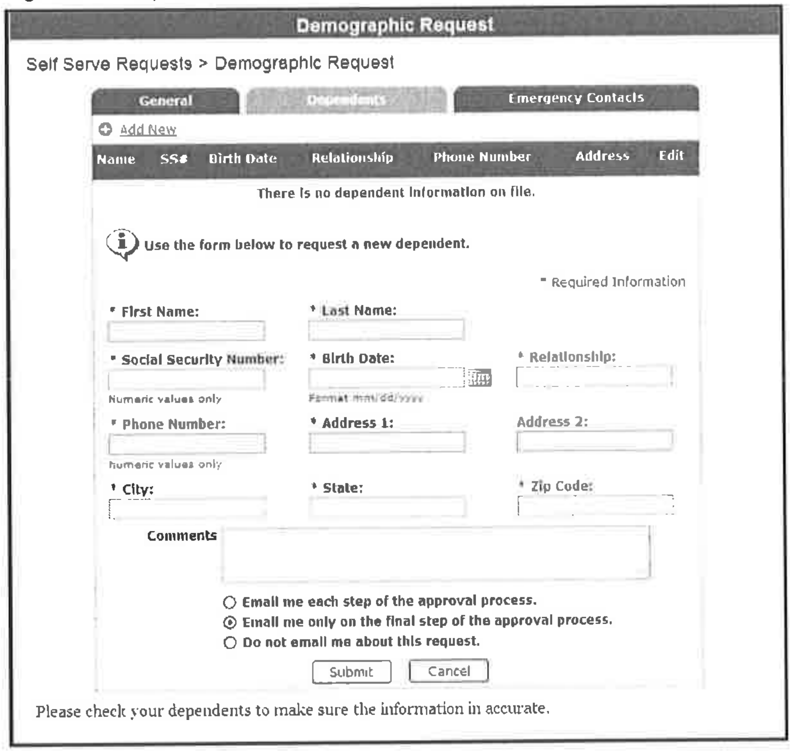
Figure 2-6. Demographic Request page, Dependents tab



4. Click the **Add New** button to display the form used to request the addition of a dependent.

   Note: The message displayed at the bottom of the page is entered by the administrator. This message may change so it is important to read the message each time you make a request.

   Figure 2-7. Dependents tab after clicking the Add New button



5. Complete the fields marked with a red asterisk (*) and any optional fields necessary.

   Tip: Press **Tab** to move from one field to another.

6. Click to select one of the following options:

   - **Email me each step of the approval process** option to receive an e-mail notification each time the request is approved.
   - **Email me only on the final step of the approval process** option to receive an e-mail notification only when your request receives final approval.
   - **Do not email me about this request** option to not receive any e-mail notification about the approval status of your request.

7. Click **Submit** to submit the request for approval.

   Click **Cancel** to cancel the request.

Submitting a Request

To submit a request to change or delete a dependent record:

1. On the **Dependents** tab, click the **Edit** button that corresponds to the record you want to update or delete. The details for the dependent selected display.
2. Make the necessary changes or click to select the **Delete this dependent** check box to delete the dependent record.

   Tip: A red asterisk (*) identifies required fields. Press **Tab** to move from one field to another.
3. Click to select one of the following options:
   - **Email me each step of the approval process** option to receive an e-mail notification each time the request is approved.
   - **Email me only on the final step of the approval process** option to receive an e-mail notification only when your request receives final approval.
   - **Do not email me about this request** option to not receive any e-mail notification about the approval status of your request.
4. Click **Submit** to submit the request for approval.

   Click **Cancel** to cancel the request.

Submitting an Emergency Contact Request

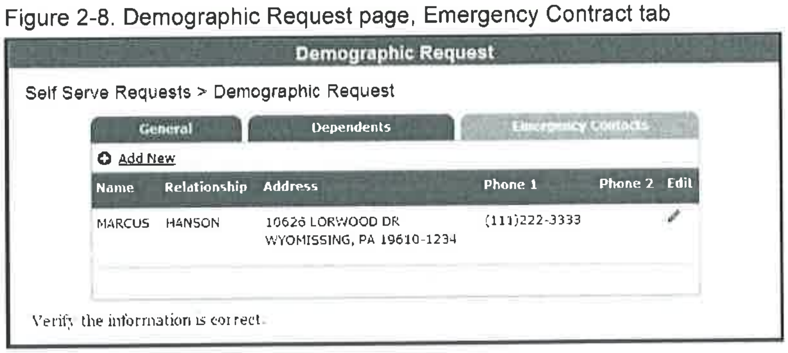
Use this procedure to submit a request to add a new emergency contact, update an existing emergency contact record, or delete a emergency contact record.

To submit a request to add an emergency contact:

1. On the **Self Serve** tab, click the **Make A Request** link. The **Make a Request** page appears (see Figure 1-2 on page 3).
2. Click the **Demographics** link. The **Demographic Request** page appears.
3. Click the **Emergency Contacts** tab.

   Tip: If applicable, a list of current emergency contacts displays at the top of the page.

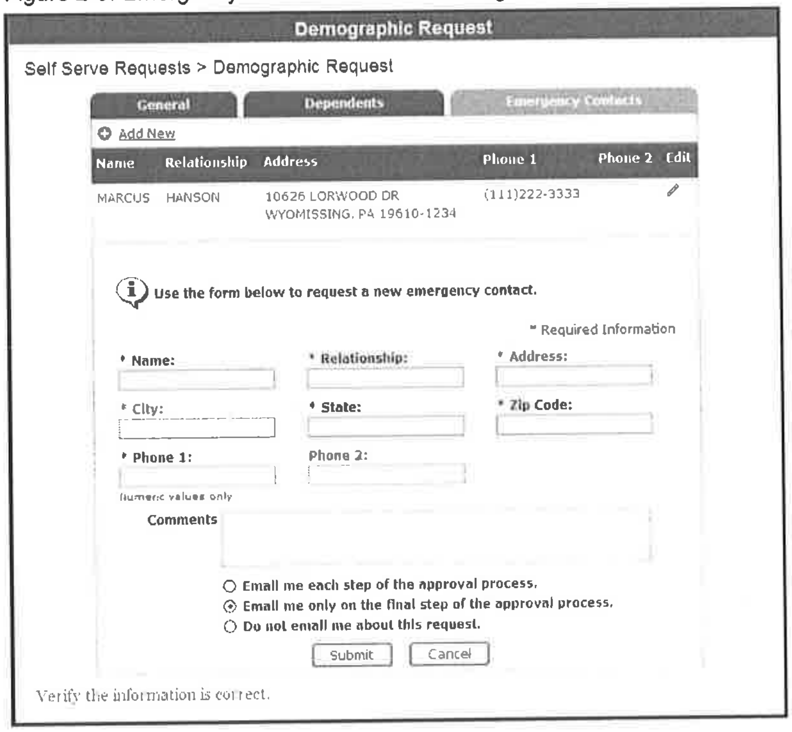
   Figure 2-8. Demographic Request page, Emergency Contract tab



4. Click the **Add New** button to display the form used to request the addition of an emergency contact.

   Note: The message displayed at the bottom of the page is entered by the administrator. This message may change so it is important to read the message each time you make a request.

   Figure 2-9. Emergency Contacts tab after clicking the Add New button



5. Complete the fields marked with a red asterisk (*) and any optional fields necessary.

   Tip: Press **Tab** to move from one field to another.

6. Click to select one of the following options:

   - **Email me each step of the approval process** option to receive an e-mail notification each time the request is approved.
   - **Email me only on the final step of the approval process** option to receive an e-mail notification only when your request receives final approval.
   - **Do not email me about this request** option to not receive any e-mail notification about the approval status of your request.

7. Click **Submit** to submit the request for approval.

   Click **Cancel** to cancel the request.