

NORTHERN
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Arizona Public School Computer Consortium

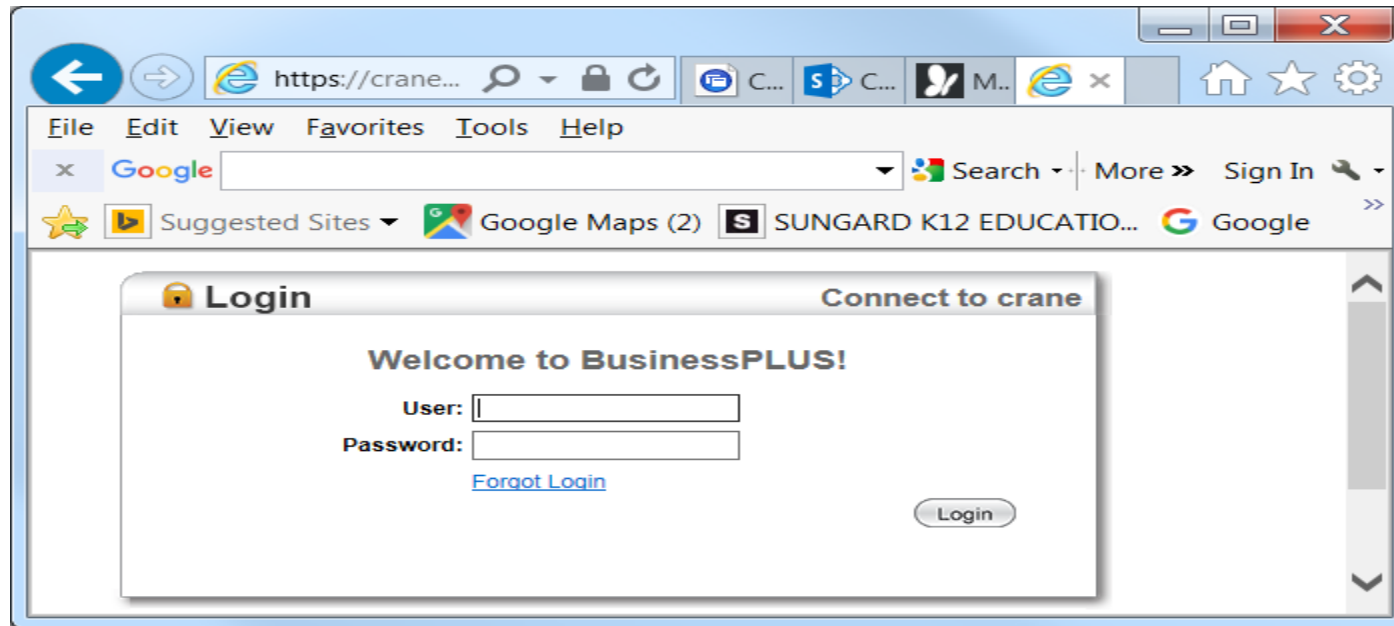
Employee Online

Online access to
information

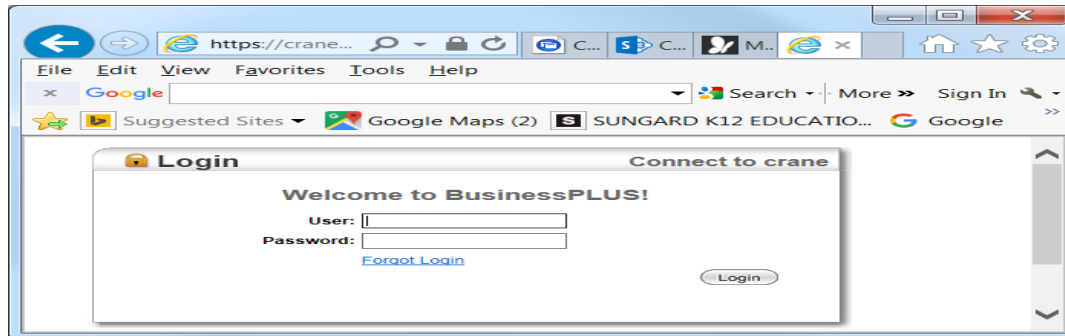
Business Plus Software

Logging in

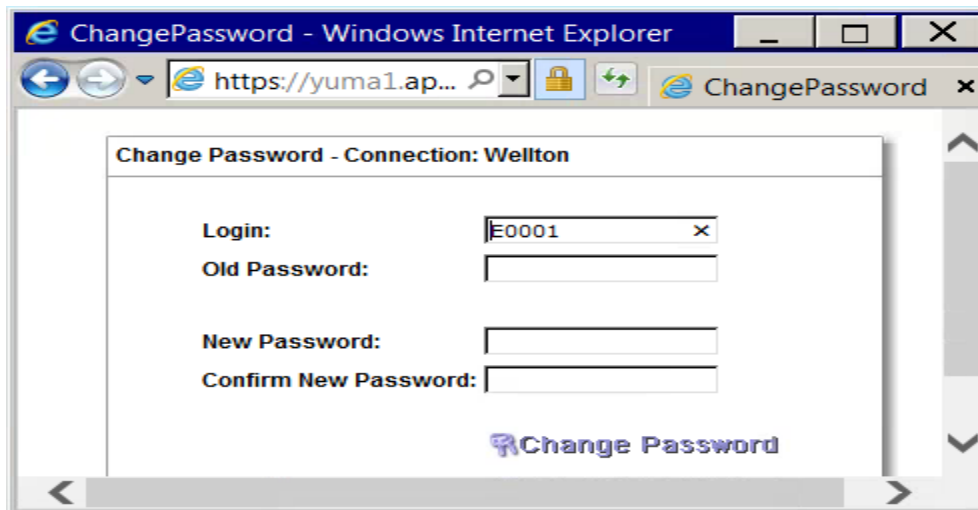
- Open Internet Explorer Browser. Employee Online is compatible with other browsers such as Google Chrome or Mozilla Firefox.
- Enter the following url in your address bar: <https://crane1-7i.apsc.org/ifas7/home>



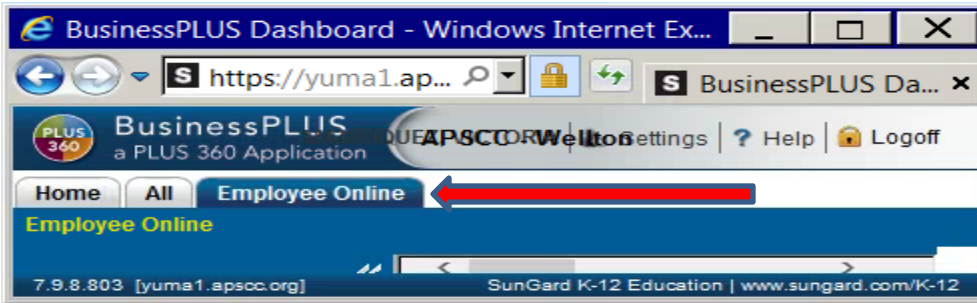
- User – Enter your Employee number (i.e. E#####)
- Password – Enter your temporary password; !Password1 in the password field.



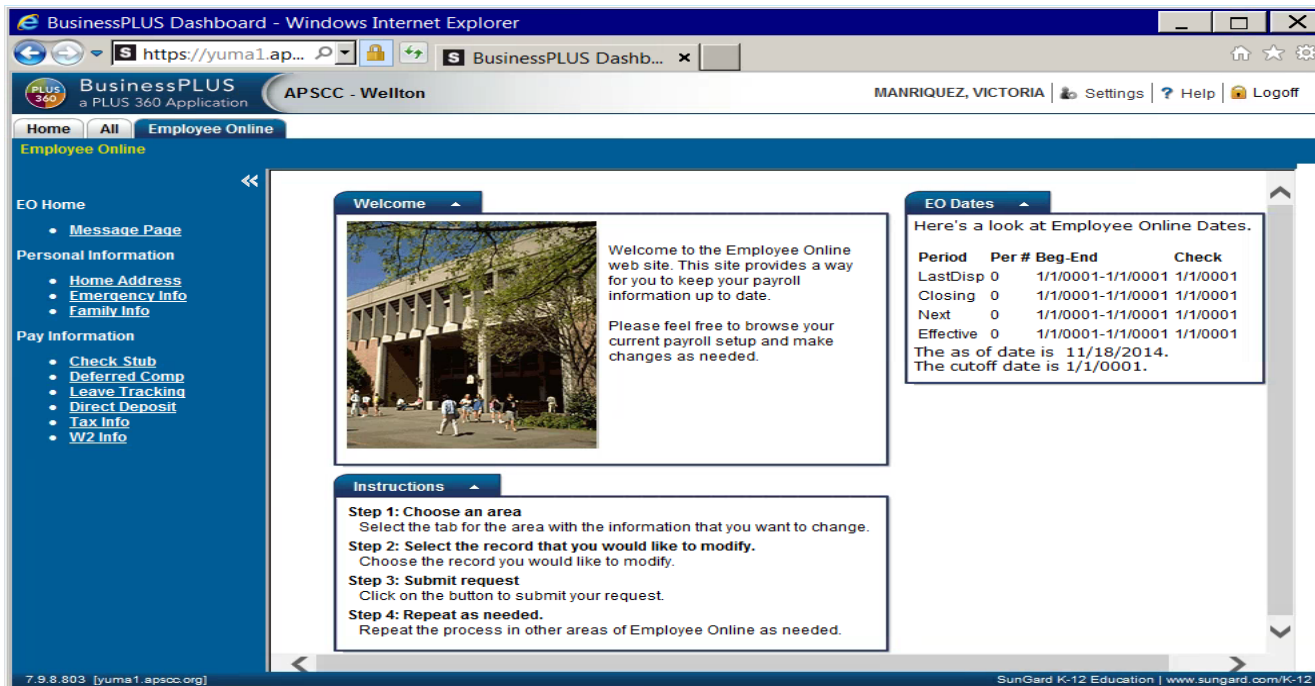
- The system should prompt you to change your password. Old Password is !Password1, you may select any new password that you want to. Enter it in the new password and confirm new password field and click Change Password. Please write it down!



- Click on the Employee Online Tab



- You will see the EO Home Message Page.



Navigation

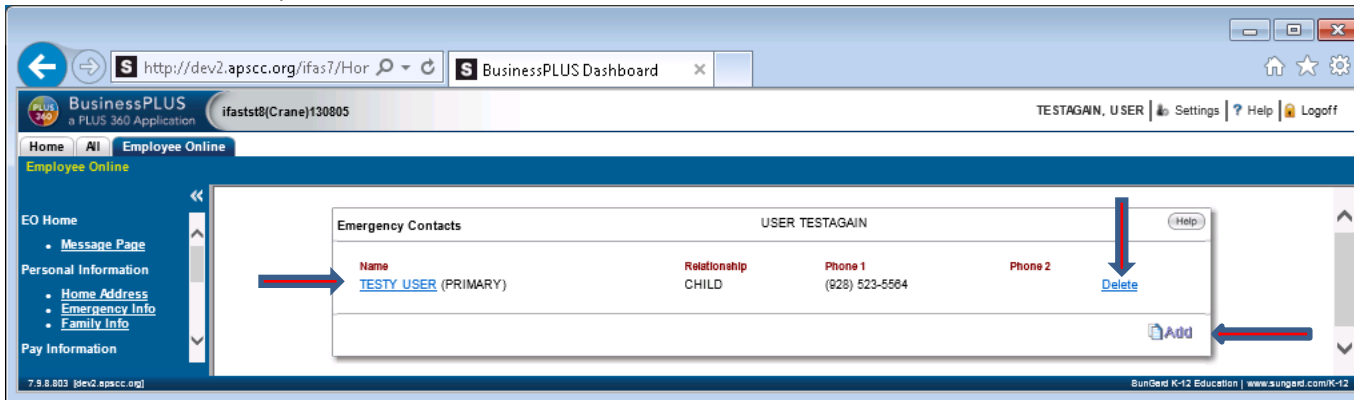
- On the left side of your screen there is a blue navigation pane. Click on the area you desire to see.
- The first option is the Home Address page. This contains the information on the system for your address, phone numbers, etc. If your district allows updates, you will see an Edit option on the bottom right of the page. To make updates, click the edit button, make updates and click submit. This will send the information to management for approval to update the information in the system.

The screenshot displays the BusinessPLUS Employee Online interface. The browser address bar shows the URL <http://dev2.apsc.org/ifas7/Hor>. The page title is "BusinessPLUS a FLUS 360 Application". The user is logged in as "TESTAGAIN, USER". The navigation pane on the left includes sections for "EO Home", "Personal Information", "Pay Information", and "EO Administration". The main content area is titled "Employee Personal Information" for user "USER TESTAGAIN". The form contains the following fields:

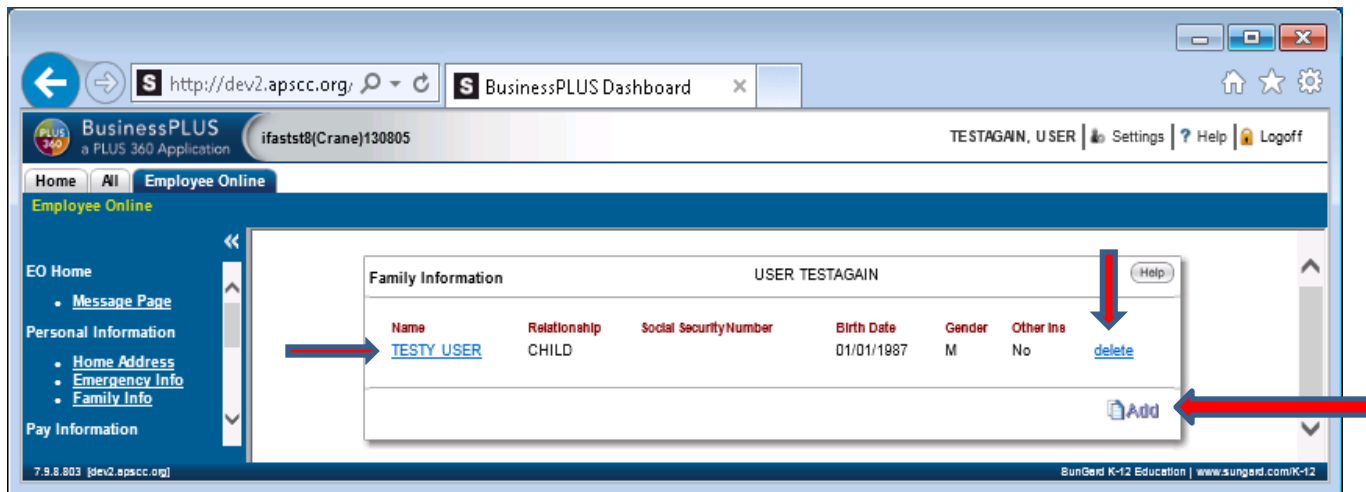
- Name:** Employee Name: USER TESTAGAIN; Employee ID: #2784
- Address:** Address Line 1: 13000 S MILTON ROAD; Address Line 2: ; City: FLAGSTAFF; State: ARIZONA; Zip: 86001; Email: sere.shefor@neu.edu; Privacy Level: (dropdown)
- Phones:** Phone Number: OFFICE-PRIMARY (928) 580-2363; five additional empty phone number fields.
- Misc:** Date of Birth: 05/01/1970; Hire Date: 04/01/2014

An "Edit" button is located at the bottom right of the form, indicated by a red arrow.

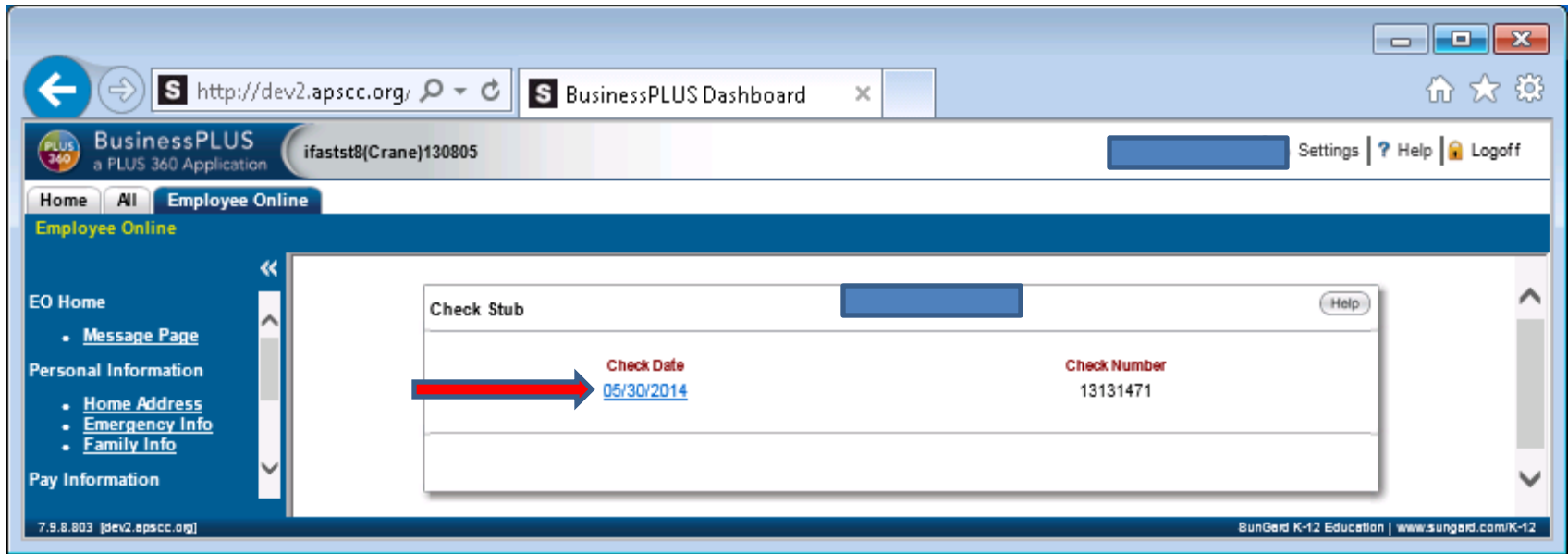
- The next option is the Emergency info page. If your district allows updates, you can add, delete or update your emergency contact info. To do so, click on the Name (to update an existing contact), delete (to delete an existing contact) or Add (to add a new contact.)



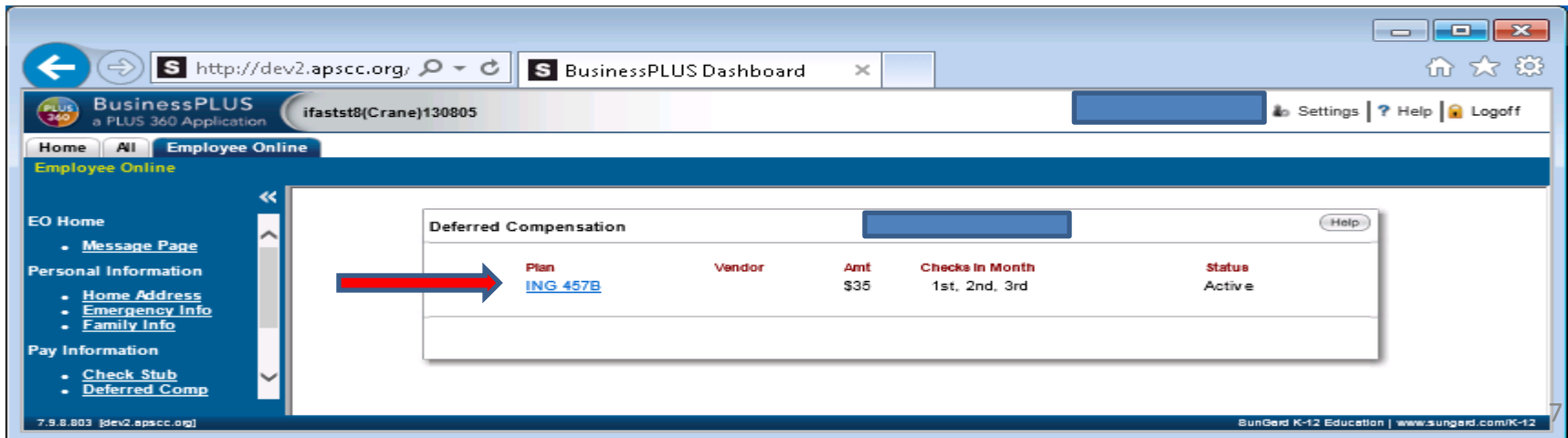
- The next option is the Family Info page. If your district allows updates, you can add, delete or update your family info. To do so, click on the Name (to update an existing family member), delete (to delete an existing family member) or Add (to add a new family member.)



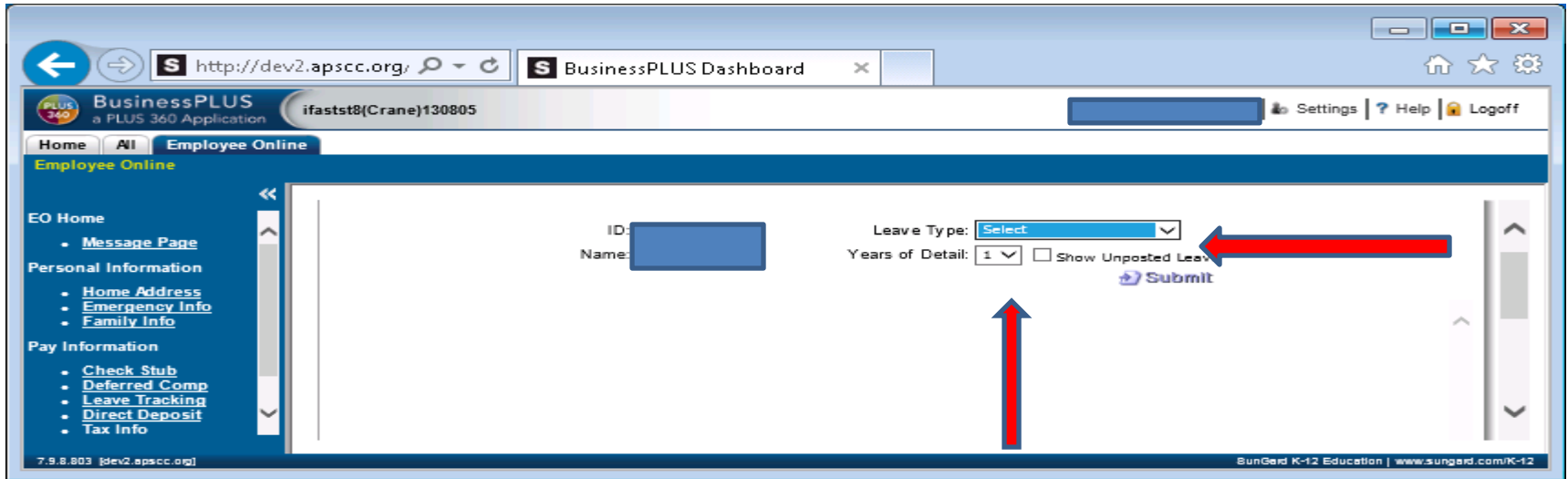
- The next section is Pay Information. The first option is check stub. Only pay checks that have been processed since the employee online functionality was implemented will show up. Click on the check date to view your check stub.



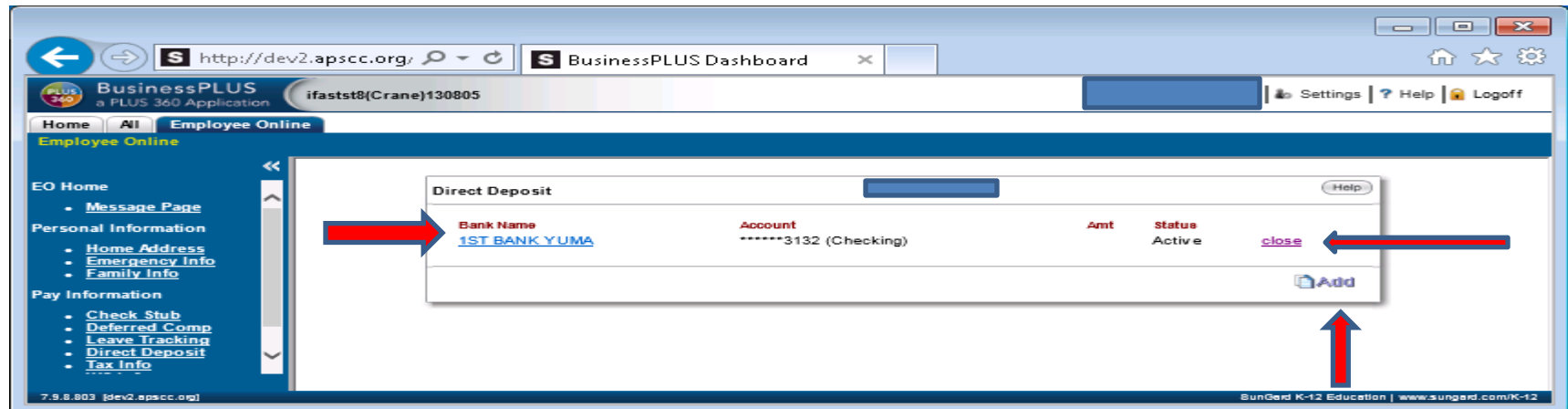
- The next option is deferred compensation. This will display any deferred compensation plans that you participate in. Click on the plan to get all available details for that plan.



- The next option is leave tracking. Click on the drop down arrow next to Leave type and choose what type of leave you would like to display and for how many years of detail you want to see.



- The next option is Direct Deposit. If your district allows updates, you can click on the bank name to edit a current direct deposit account, close to stop that bank's direct deposit, or add to add a new bank account.



- The next option is Tax Info. This displays your current W-4 (Federal) and A-4 (State) selections. If your district allows updates, you will see the Edit option in the bottom left hand side of the screen and the fields will allow changes. You can also click the link to download the Federal W-4 form to complete and turn into your Payroll Department.

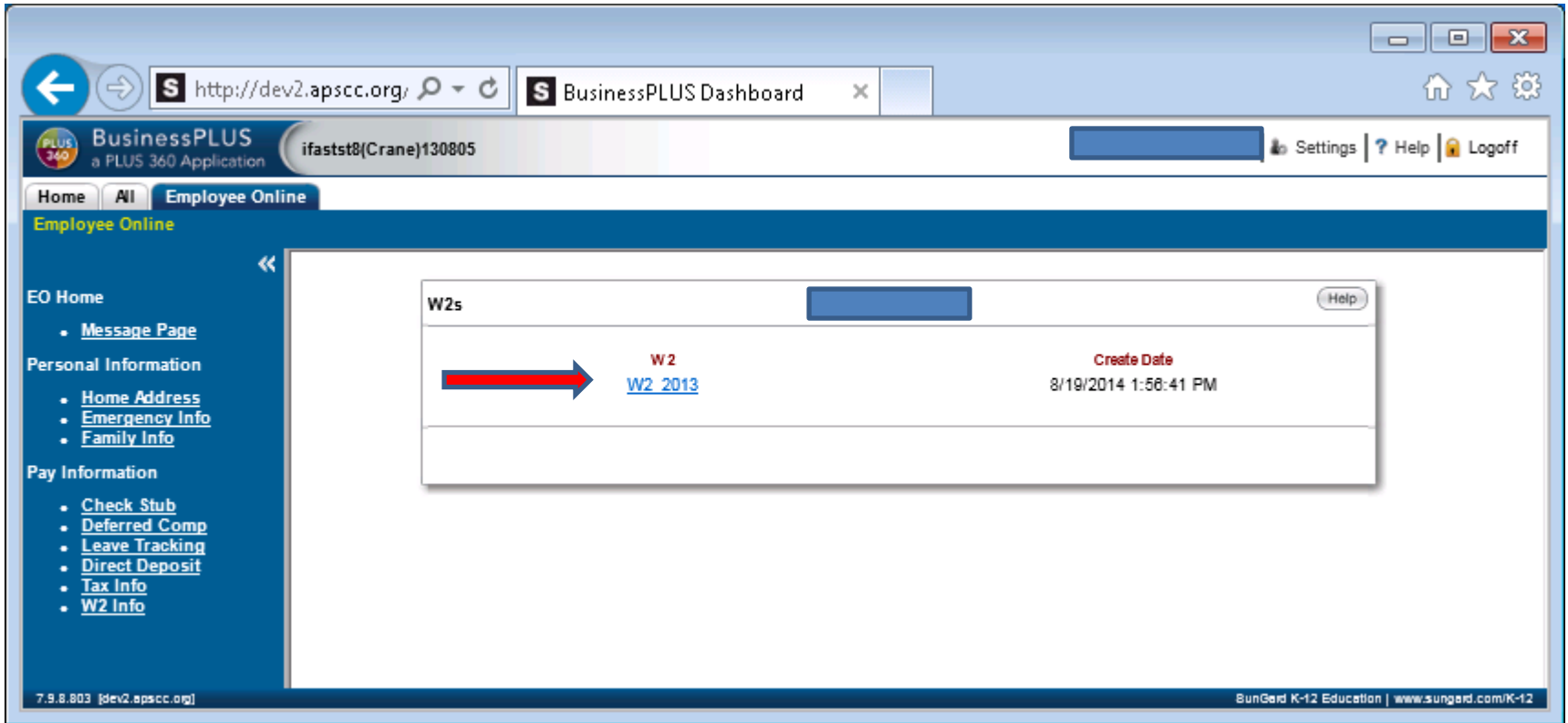
The screenshot displays the BusinessPLUS Employee Online interface. The browser address bar shows the URL `http://dev2.apsc.org/` and the page title is "BusinessPLUS Dashboard". The user is logged in as `ifastst8(Crane)130805`. The main navigation menu includes "Home", "All", and "Employee Online". The "Employee Online" section is active, showing a sidebar with links for "EO Home", "Message Page", "Personal Information" (Home Address, Emergency Info, Family Info), and "Pay Information" (Check Stub, Deferred Comp, Leave Tracking, Direct Deposit, Tax Info, W2 Info).

The "Tax Information" section is the primary focus, containing the following details:

- Federal Tax:** Record Status: Locked. Filing Status: MARRIED. Exemptions: 5. Additional Withholding: \$50. End Date: 12/31/2050. IRS Flag: (empty).
- State Tax:** Record Status: Locked. Filing Status: 1.3%. Exemptions: 0. Additional Withholding: \$. End Date: (empty).

A blue link below the State Tax section reads: [CLICK HERE TO DOWNLOAD W-4 FORM](#). At the bottom of the tax information box, a message states: "Your tax records cannot be changed at this time." The footer of the page includes the version number "7.9.8.803 [dev2.apsc.org]" and the copyright information "SunGard K-12 Education | www.sungard.com/K-12".

- The last option available is the W2 Info. This will contain W2's for 2013 and future years. Click on the W2 year you would like to view or print. Once you do, the W2 will display in PDF mode which will allow printing, saving to your personal computer, etc.



Required Consent

Please return immediately to Payroll Department

_____ By selecting this option, I agree to receive my official W-2 only in electronic format through Employee Online. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

_____ I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not choose to access current or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

Signature

Date

Printed name

ID#