SDS EMPLOYEE PORTAL OVERVIEW

Employee Portal
- **View Your Information**
- **Project Your Pay If You Change a Deduction**
- **Message Center**

Demographics

Contract Balance

Detail Payroll Information

Detail Payroll Information (Prior Years)

Direct Deposit

Gross Pay Detail

Payroll Registers/Checks

Year to Date

Attendance

Employee Number	7420	Email Name	AbercrBr@schooloffice.com	Retir TIN	T	Category	S
Employee Name	Abercrombie, Brian A.	Home Phone	(630) 555-8777	Fica	N	Account 1	10-2130-110-8
Street Address One	5519 East 19th Street	Supervisor		Extra Fica Tax	0.0000	Rate 1	0.0000
Street Address Two		Spouse		Marital Status	S	Account 2	
City	Lisle	Spouse Work Phone		Tax Table	24	Rate 2	0.0000
State	IL	Emrgcy Contact Name	Brian Abercrombie	Fed Exemption	0	Account 3	
Zip Code	60632	Emrgcy Contact Phone	(630) 555-4667	Extra Fed Tax	0.0000	Rate 3	0.0000
Title		Spouse Occp		State Exemption	0	Account 4	
Birth Date	08/09/1954	Work Phone		Extra State Tax	0.0000	Rate 4	0.0000
Sex	M	Extension		Taxing State	IL	Pay	Y
Ethnic Code		Years in Dist	0	Direct Deposit	17401	Hire Date	01/12/1996
School Location	I	Years in State	0	State Marital Status		Termination Date	
Pay Check Location	K	Years in Education	0			Percent of Full Time	100

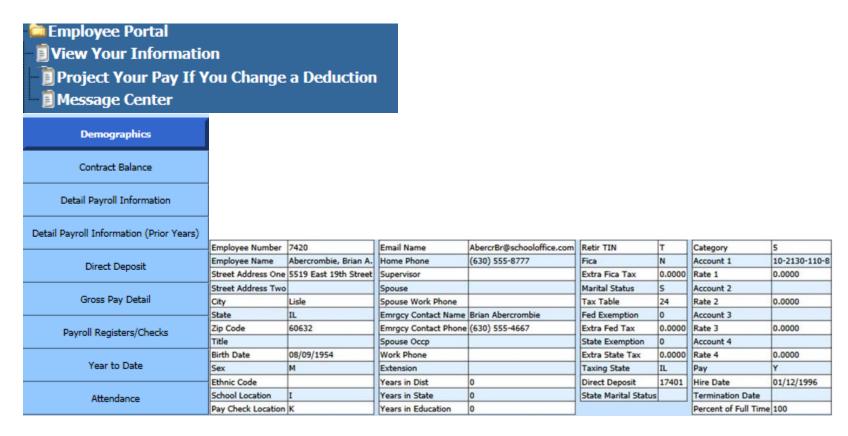**Click on View Your Information to see your information in the SDS system**
- Demographics – Name, address, contract information, exemption withholdings, etc.
- Contract Balance – Certified staff can view their salary contract payout.
- Detail Payroll Information – View of separate entries during each pay period.
- Detail Payroll Information (Prior Years) – View 2011/12 school year and prior.
- Direct Deposit – View direct deposit information.
- Gross Pay Detail – Another view of separate entries during each pay period.
- Payroll Registers/Checks – Click on folder to view and/or print your direct deposit voucher. Live checks cannot be viewed. Can view information horizontally.
- Year to Date – Break down of total paycheck for the month, quarterly, calendar year and fiscal school year.

SDS EMPLOYEE PORTAL OVERVIEW

- Attendance –
  - Summary Attendance – Currently blank, may be used in the future.
  - Detail Attendance Information –
    - ABS Date column represents the payroll date.
    - Duration column is the actual hours worked in each category. This should match your paystub hours.
    - Certified staff should not see anything in this field.

- **Project Your Pay If You Change a Deduction**
- Left side will show last payroll information.
- On the right side make changes.
- Click compute.

Message Center
- Another way to view your direct deposit voucher.
- To view and/or print your direct deposit voucher - Click on the paper clip.
- Warning! Deleted messages and attachments cannot be recovered.