Employee Online Overview

https://employeeonline.puyallup.k12.wa.us
Employee Online Homepage

You will find the site map running down the left side of Employee Online, as shown below:

Message Board

The Welcome Page is a message board used to inform employees about what is coming up during each given month, when check stubs are available, and that months’ actual pay date.
Leave Tracking

The Leave Tracking screen gives easy access to the accrued leave information for employees. It is available on the left side of the panel and on the Leave Tracking tab as shown below:

You can view your balances for leaves such as Sick, Personal, and Vacation by selecting the appropriate leave in the Leave Type box as shown above. The balances shown will not reflect any leave not yet processed and deducted from your balance. Leave is always processed the month following when it was taken. For example, all leave taken in September will not be processed until the last day of October.
Check Stub

The Check Stub screen gives easy access to view all of your check stubs, past or present. On the left side of the panel click on the Check Stub tab as shown below:

You will then see a list of all current and past check dates. Click on any check date to view that months’ pay information.
Check Stub View

Your check stub will appear as below:

![Check Stub View](image.png)

The check stub is divided up into three sections. In the top section is Earnings, Taxes, and Pre-Tax Items. Earnings will show monthly pay and any extra work broken down into Hours, Rate, Current Earnings, and YTD (Jan-Dec) Amounts. Taxes and Pre-Tax Items list the various Current and YTD deductions including any employee elected benefits.

In the middle section is Banking Information, Employer Paid Benefits, and After-Tax Deductions. Banking Information will show where your monthly pay is being deposited and the YTD total. Employer Paid Benefits list all the current and YTD for benefits paid by the District, both mandatory and those elected by the employee. After-Tax Deductions also list current and YTD deductions.

At the bottom of the check stub is the section containing the Leave Record which shows the Beginning Balance, Earned, Used, and the Ending Balance for the various leaves.
W-2 Information

The W-2 screen gives easy access to view all of your W-2’s, past or present. On the left side of the panel click on the W-2 Info tab as shown below:

Click on the Year and you will be able to view or print your W-2 Statement.
You will see your w-2 and ACA forms. You can also click on IRS W-2 Forms information if you need detail information for each box that is on your w-2’s.

Click on the **Consent Form** Button
The Puylup School District is required by the IRS to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completion of the employees' annual tax returns. Employees may elect to receive their Form W-2 electronically online through the Employee Online (EO) system.

Please read this entire notice and provide your consent to receive all future W-2 statements in electronic format only. By accepting this agreement, you consent to receive the Form W-2 electronically.

- If an employee does not consent to receive an electronic version of the Form W-2, it will be furnished on paper and will be mailed to the employee's home address currently on record. Only employees who elect to start receiving electronic W-2s need to consent to this form.

- This consent is effective for W-2 forms issued for future calendar years until the consent is withdrawn or the individual is no longer employed by the district.

- After giving consent, an employee may still download a paper form W-2 by accessing EO. A request for a paper W-2 will not terminate consent.

- An employee may withdraw his or her consent by changing their election in Employee Online. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent.

- An individual who has terminated his or her employment with the district will still have access to their Electronic Form W-2 via EO for at least 6 months after the prior calendar year has ended. When EO access is no longer available, the terminated employee will need to contact the district Payroll department to obtain a copy of their prior W-2.

- Active and terminated employees must update their mailing address immediately via EO.

- The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser and Adobe Acrobat Reader.

- The electronic version of the Form W-2 will be available on EO for at least 4 years from its original posting date.

- The Form W-2 may be required to be printed and attached to federal or state income tax return.

By clicking the I Accept button, I consent for my district to provide my W-2 form electronically. I acknowledge and understand that I will no longer receive a paper W-2 Form.

Clicking your browser's Back Button will return you to the prior page.
Click on the I Accept Button to submit for W-2 electronic form or if you have decided not to elect electronic form then click on the I Decline Button.

**Note:** You can change the status of your electronic form at any time except between January 15 to January 31. Your form will be submitted to you based on the status that is in the system during that time.
You then see the statement “You have elected to receive electronic only W2 Form”, next to the Consent Form button.

Note: If you need a copy at any time please contact the Payroll Office and we will issue you a copy w-2.
Click on ACA Info tab

ACA Form page. You can also click on IRS ACA Forms information if you need detail information about your ACA form.
Click on the **Consent Form** Button

Read the statement before submitting.
Click on the **I Accept** Button to submit for ACA electronic form or if you have decided not to elect electronic form then click on the **I Decline** Button.

**Note:** You can change the status of your electronic form at any time except between January 15 to January 31. You form will be submitted to you based on the status that is in the system during that time.

You then see the statement “You have elected to receive electronic only ACA Form”, next to the Consent Form button.

**Note:** If you need a copy at any time please contact the Payroll Office and we will issue you a copy ACA.
Click on W-4 Tax information tab
W-4 Tax Withholding page

Click on the Edit Button

Tax Information Update

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances (exemptions) claimed on this certificate, or I am entitled to claim exemption from withholding.

If entitled to claim exempt status, I claim exemption from withholding for the year and I certify that I meet both of the following conditions for exemption:
- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability

By submitting information on this screen, you certify and accept the information in lieu of a signed W4.
**Filing Status:** select by clicking on the drop down menu

**Exemptions:** select how many dependents (if you need assistance on determining your exemptions you can click on the download W-4 form on the previous page and fill out the top portion of the form to determine the exemptions)

**Additional Withholding:** enter the dollar amount

**End Date:** leave blank (the default date will be 12/31/2050)

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Read the statement and click on **Save** when you are ready to submit.
You will then see the record as accepted. The record status **Pending**.

**Note:** This will stay pending until Payroll has accepted the record.

This record has been accepted in Payroll and will reflect on your next paycheck.
Click on **Direct Deposit** tab

Direct Deposit(s) that is active in the system will appear with your bank name, account number last 4 digits, amount depositing and status.
ADD Direct Deposit

If you have no direct deposit set up in the system yet you will see no data.

Click on Add button to enter a new direct deposit.
Enter information in the fields for your new bank information.

Bank Number: Bank account Routing number ex: 125000024

Account Number: Bank account number ex: 565689568

Select Checking or Savings by clicking the circle.

Click Save button when complete
After entering the information as shown above, please review the information entered and compare to your check for the bank routing number and the bank account number.

Read the statement to authorize your deposit. Click on Save button.
Record will be accepted and the status will show pending on the new direct deposit record. You will see Pending below status until payroll has accepted the records.

Once payroll has reviewed and accepted the record you will then see the status on each record. You can update the information before the next payroll.
Change Direct Deposit

To change your direct deposit, click on close for the active Net amount deposit. **Note:** you will only be able to close your flat amount deposit on employee online and will need to fill out the Flat Amount Direct Deposit form to update or change your direct deposit for the flat amount.

Click on Close at the bottom of the screen. If you need to return back to the previous page click on Back.
Message box will appear to continue your transaction. Click on OK button.

Record will be Accepted and you will see Pending Close below status. This status will show until payroll has accepted the record.

Click on Delete if you would like to delete this record. This would only occur if you wanted to keep the direct deposit and did not want to close the account. **Note:** the entry will disappear and you will need to re-enter the information by clicking the Add button.
Click on **Delete**, this will delete the record.

Message box will appear that you will need to add a NET direct deposit in order to keep an active direct deposit. You can now add the record back.

Click on Add to add a new direct deposit after closing your direct deposit.
Direct Deposit New

Bank Info
Enter the Bank Number in the first box. See sample check below. The Bank Name will automatically appear.

Bank Number: 
Bank Name: 

Account Info
Savings Account - Enter account number from bank statement.
Checking Account - See sample check below.

Account Number: 
Checking  Savings

Deduction Type
Choose Net if you would like the balance of your check to be deposited. Please remember, if you have more than one direct deposit, you can only have one Net

Net
Value:  Net

Checks In Month
Indicate which checks in the month this direct deposit should be taken.

First Check

Direct Deposit screen to enter the new bank account information.
Enter information in the fields for your new bank information.

Bank Number: Bank account Routing number ex: 125000024

Account Number: Bank account number  ex: 565689568

Select Checking or Savings by clicking the circle.

Click Save button when complete
After entering the information as shown above, please review the information entered and compare to your check for the bank routing number and the bank account number.

Read the statement to authorize your deposit. Click on **Save** button.
Record will be accepted and the status will show pending on the new direct deposit record.

You will see Pending below status until payroll has accepted the records.

Once payroll has reviewed and accepted the record you will then see the status on each record.
Trouble Shooting:

- If you receive an error that indicate the bank id could not be found please review your entry of the routing number.
- If the routing number is correct we do not have this bank routing number in our system. Please contact Payroll.