



WELCOME TO WASHINGTON COUNTY SCHOOL DISTRICT!

The following packet contains information regarding the set up of your WCSD employee accounts.

IMPORTANT: Your WCSD employee accounts will not be setup until **AFTER** the on-boarding process has been completed and your information has been keyed into the system by an Human Resources Technician.

Once you are entered into our system, you will receive **two** automated emails to the email address we have on file. Please watch for these emails, including in your junk folder.

1. Information regarding your new WCSD email account

- Subject Line - New WCSD Email Account
- From - Account Registration wcsd_user_creation@washk12.org
- This email will contain your District email address and a temporary password along with a link to website where you will login to the email account.
- You will need to set up this account and check the email on a regular basis for any communication from the District.
- If you need assistance with this process, please contact Technology Support at your school/department.

2. Information regarding Kronos Timekeeper and BusinessPLUS

- Subject Line - Login for Kronos Timekeeper and BusinessPLUS
- From - ifas@washk12.org
- This email will contain your username (which is your employee ID number) and temporary password for both websites.
 - Kronos Timekeeper
 - Can only be accessed from a District Computer
 - Where you would access your time card
 - BusinessPLUS Employee Online
 - Can be accessed from any computer with an internet connection
 - Where you would access your paystubs and W-2s.
 - You can also change your tax withholdings, direct deposit information, contact information, and more.
- If you need assistance with either of these websites, please contact your school/department secretary.

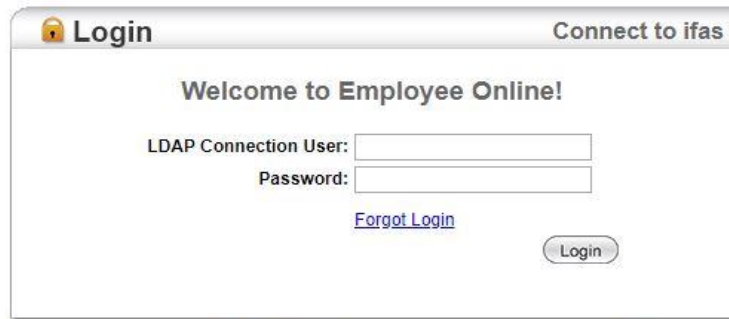
BUSINESSPLUS EMPLOYEE ONLINE STEP-BY-STEP INSTRUCTIONS

To access Employee Online go to <https://employeeonline.washk12.org/>.
The Employee Online portal can be accessed from any computer with internet access.

***IMPORTANT:** You cannot access the WCSD BusinessPlus Employee Online system until AFTER your information has been keyed into the system by an HR Technician.

1. Enter your username and password.

- The LDAP Connection User field is for your username which is your Employee ID Number. The email you received with login information for Timekeeper and BusinessPlus will have your Employee ID Number. *Example - E022222*
- Your initial password is your entire social security number with no dashes. *Example - 123456789*
- Click Login



2. Change your password.

- Once you login for the first time, the system will force you to change your password.
- When the Change Password screen appears, enter your information as follows.
Login: Employee ID Number (E#####)
Old Password: Your entire social security number with no dashes (123456789)
New Password: Your unique password created by you
Confirm New Password: Retype the password you have created
- Your new password must include both alpha/numeric characters and be no longer than 6 to 12 places. Employee Online will not allow for spaces or special characters (!,/ @#).
- Click Change Password
- NOTE: Once you have completed this step, your social security number will no longer work as your password. Please make note of your new password so you can login any time you need to.

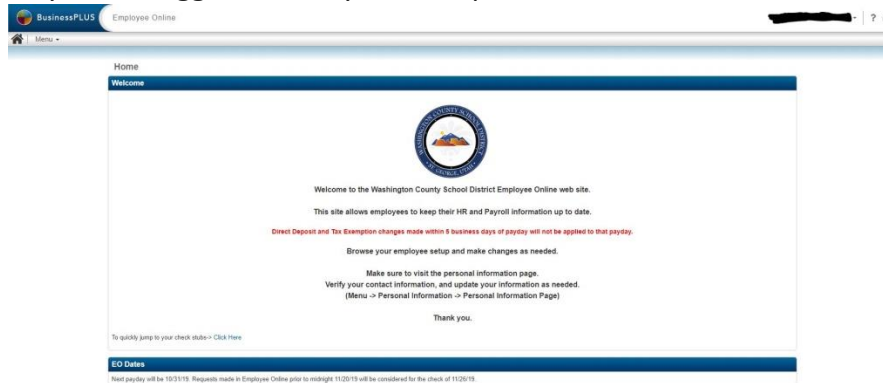


Continued on next page...

BUSINESSPLUS EMPLOYEE ONLINE STEP-BY-STEP INSTRUCTIONS

3. Access your information.

- Once you are logged in with your new password created, this is the screen you will see.



- Click the Menu button in the upper left corner to access your information.



If you have forgotten your password or if you get locked out of your account for too many failed login attempts, there is a how-to video on the District Website with instructions on how to access your account.

Go to washk12.org

Hover your cursor over Employees

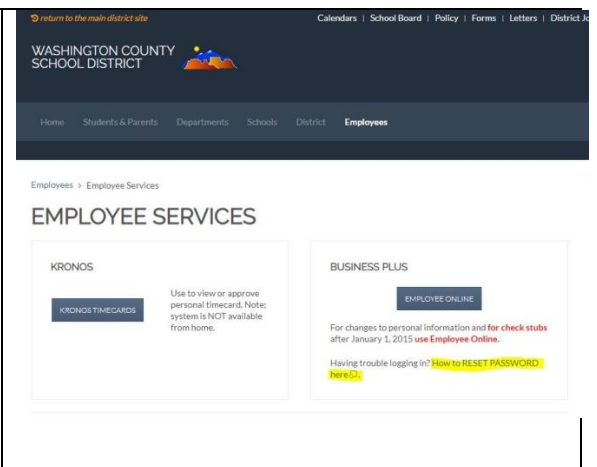
Click - Employee Services in the menu that appears

In the box that says Business PLUS, there is a link next to "Having Trouble Logging in?"

Click - How to RESET PASSWORD here

The link will take you to the How-To Video on YouTube

<https://www.youtube.com/watch?v=33aAVsQoe90&feature=youtu.be>



KRONOS TIME CLOCKS

1. **Simply swipe badge** (with school name on top). There are 3 indicators that the swipe was accepted.
 1. ***Green Light.***
 2. ***Name will appear on the screen with "Accepted".***
 3. ***One audible beep!***

If your badge does not work, try again (swipe slower). If it still does not accept your badge or you don't have a badge, try option 2.

2. **Type in your Badge ID number** (Social Security Number plus a zero at the end). Example: 1234567890 **and hit "Enter"**.

If it still does not accept, go to option 3.

3. **Write your information on the Missed Punch Log and give to the school secretary. Try to swipe your badge on your next work day.**

**For additional questions, please contact
the Payroll Department
435-673-3553 ext. 5118 or ext. 5129**