

WELCOME TO WASHINGTON COUNTY SCHOOL DISTRICT!

Employee Calendar & Payroll Date Information

To access a copy of your assigned employee calendar (*as identified on your employee contract*) and payroll dates, please go to

https://www.washk12.org/employees/employee-calendars/

WCSD Employee Email Account

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

Once you are entered into our system, an automated email will be sent to the personal email address we have on file. Please watch for this email, including in your junk/spam folder. The email will include instructions for setting up your WCSD work email account.

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 WCSD 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.

Once you have setup your District email account, you can use the same information to access **BusinessPlus Employee Online** and **UKG Ready Timekeeper**. Both websites are available at

https://www.washk12.org/employees/employee-services/

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.

Access your information

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

Busines	essPlus	Employee Online			
Menu -	A Menu -				
	Home				
	Welcome				
	Welcome to the Employee Online.				
	D≱ Please vit	Click Menu in the top left to navigate. it the Personal Information page and verify your mailing address, work email, and personal email are current.			
		Thank you.			
	To quickly jump to your check stubs-> Click Here				
	EO Dates				
	Next payday will be 5/29/25. Requests made in Employee Online prior to midnight 5/29/25 will be considered for the check of 5/29/25.				

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

D e	BusinessPlus		Employee Online			
	Menu -					
الله بر ۵	C Employee Online Home Payroll Information Personal Information Employee Benefits	Payroll Tax Withholdings Direct Deposit Deferred Compensation Leave Tracking Check Stub Check Stub	Tax Forms 1095-C Affordable Care Act ACA W-2	noloyee Online,		
	To quickly jump to	Inclose Online. Click Menu in the top left to navigate. Please visit the Personal Information page and verify your mailing address, work email, and personal email are current. Thank you. To quickly jump to your check studs-> Click Here				
	EO Dates	EO Dates				
	Next payday will be	5/29/25.				

UKG Ready Timesheet

DESKTOP LOGIN 1. Search Google.com in web browser M Gmail 👸 🏢 2. Click on Gmail upper righthand corner 3. Sign into your **district email account** G Sign in Can't see it listed? Choose 'use another account' **Username**: Is your washk12 email address (example: firstname.lastname@washk12.org) Password: Is the same as your password to your district email Click on the 9 dots in the upper righthand corner 4. Scroll down and click on UKG Ready 5. S Θ Ð Schoology 9 ----Sora, by . UKG Read Θ

CLOCK IN/OUT



MOBILE DEVICE

Download the UKG Ready mobile App through Google Play or the Apple App Store

Scan QR Code



- 1. Open the application on your device
- 2. Select Region: North America (excl. Canada)
- 3. Type our Company's Short Name: 6086438
- 4. Select Continue
- 5. Enter in your washk12.org email credentials
- 6. Select Login

Make sure to click 'Allow while using App

Punch In/Out

1. Select the **Clock** button from the home screen



MOBILE DEVICE

TIMESHEET

View/Approve Timesheet

- Select the **Timesheet** button
- Select the timesheet that you would like to view
- Select the three dots (bottom right corner of screen)

REQUEST:

- Timesheet Modification
 - a. Cost Center (Job Transfers)
 - b. Leave
 - c. Missed Punch
 - d. Time Entries

Time Off:

- Accrual Balance
- Request Leave:
 - a. Vacation
 - b. Sick
 - c. Comp
 - d. View Leave History



TABLET CLOCK

TIME ENTRIES ONLY – CANNOT APPROVE TIMECARDS OR REVIEW TIME WORKED

Clock In/Out

- 1. Punch in your Employee Number (your Employee ID with no letters or leading zeros)
 - a. Transfer (if applicable)
 - i. Choose Job
 - ii. Use the plus and minus icons to expand and collapse the tree
- 2. Select Go/OK

