Nazareth Area School District

Employee Portal Reference Manual

October 2016

Table of Contents

Introduction

Welcome to the Nazareth Area School District Portal Reference Manual. This is a step-by-step guide to help you navigating this new tool.

There are many features and functions available to you through the employee portal. These functions include: viewing and printing current and historical paychecks, viewing absence balances, viewing personnel information, and calculating a sample pay for purposes of calculating federal tax withholding changes or adjusting a voluntary deduction (ex. 403b).

While all of these new functions will better serve the needs of our staff, perhaps the most beneficial part of this new feature is available 24/7 through any internet accessible computer or cell phone. So, you will not have wait until regular business hours to request and/or review your information.

The next few pages are step-by-step instructions on navigating the employee portal.

Logging on to Employee Portal

From the District's website, click on the "Resources" link. Once on this link, select "Staff Resources" and then the link for "CSIU Employee Portal".
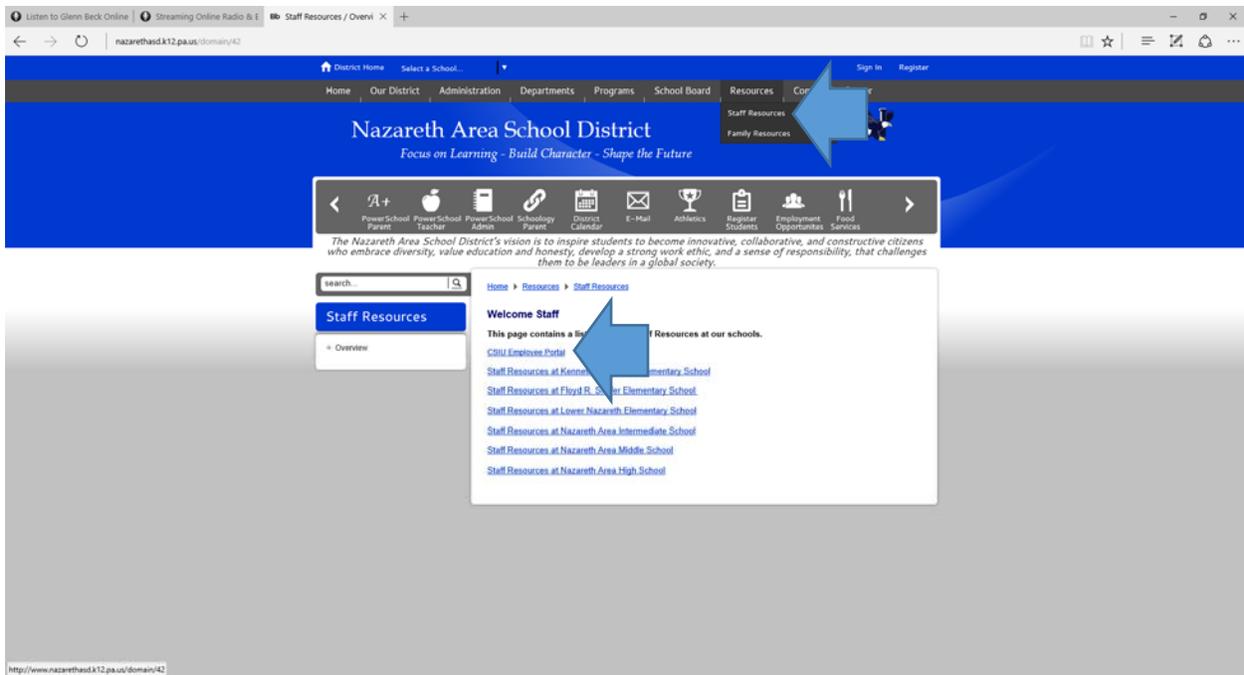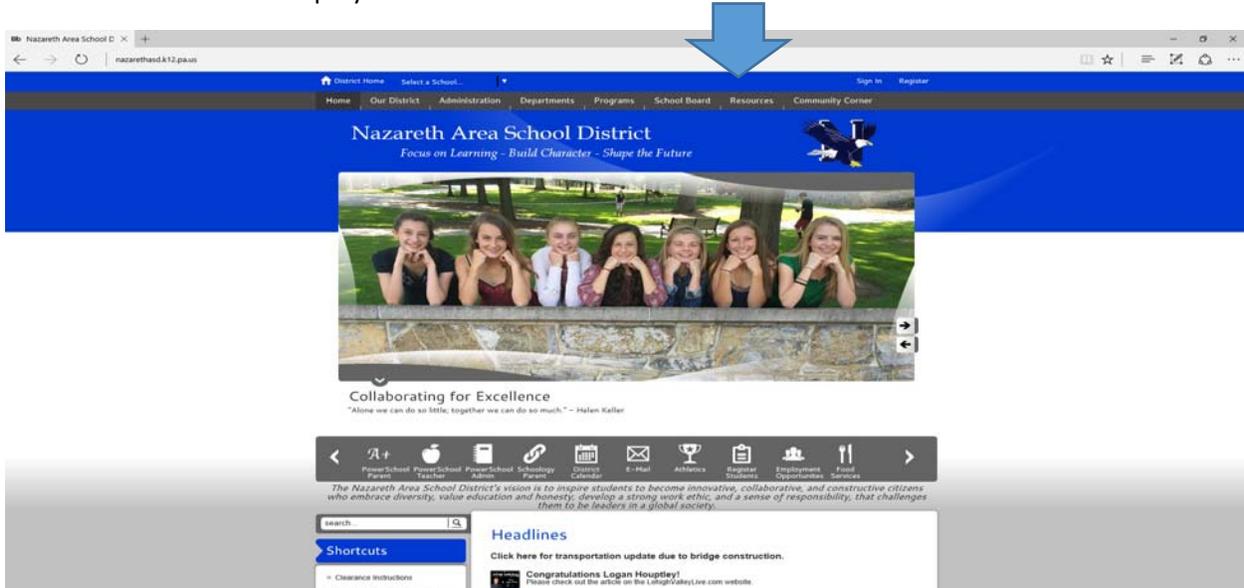
On the employee portal, enter in your user name and password. Your login is your full last name (up to 16 characters) and your four (4) digit employee ID number. If you do not know your employee ID number, it can be obtained from your most recent paycheck stub (upper left hand corner). For example, John Smith with an employee ID number of 2341 would have a login of: smith2341. Your initial password is the last four (4) digits of your SS#.

**If your employee ID number is less than four (4) digits, please use leading zeros. For example, if you are John Smith and your employee ID number is 23, your login is: smith0023*
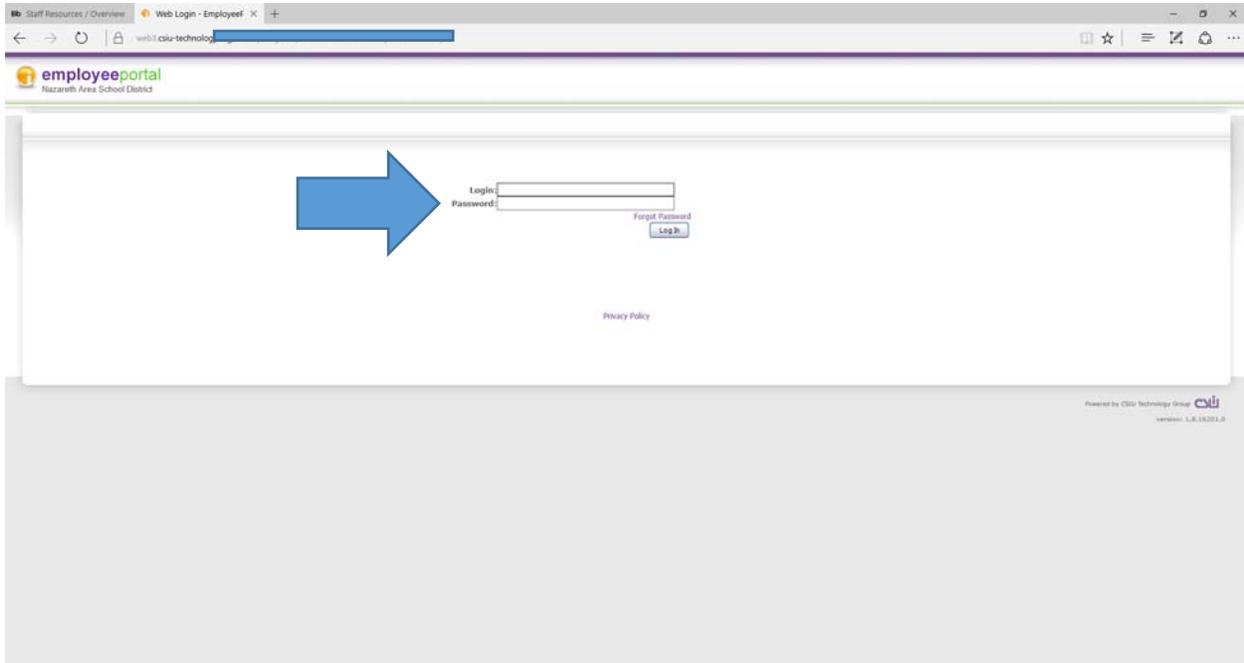

The first time you log on to the portal, you will be asked to put in your email address and change your password and establish password reminder question and answer. Please enter in your Nazareth email address as this is where the password reset notification will be sent, when requested.

**If you do not have a District-issued email, please enter in your personal email address. Please note that this option is only available if you do not have a Nazareth email.*
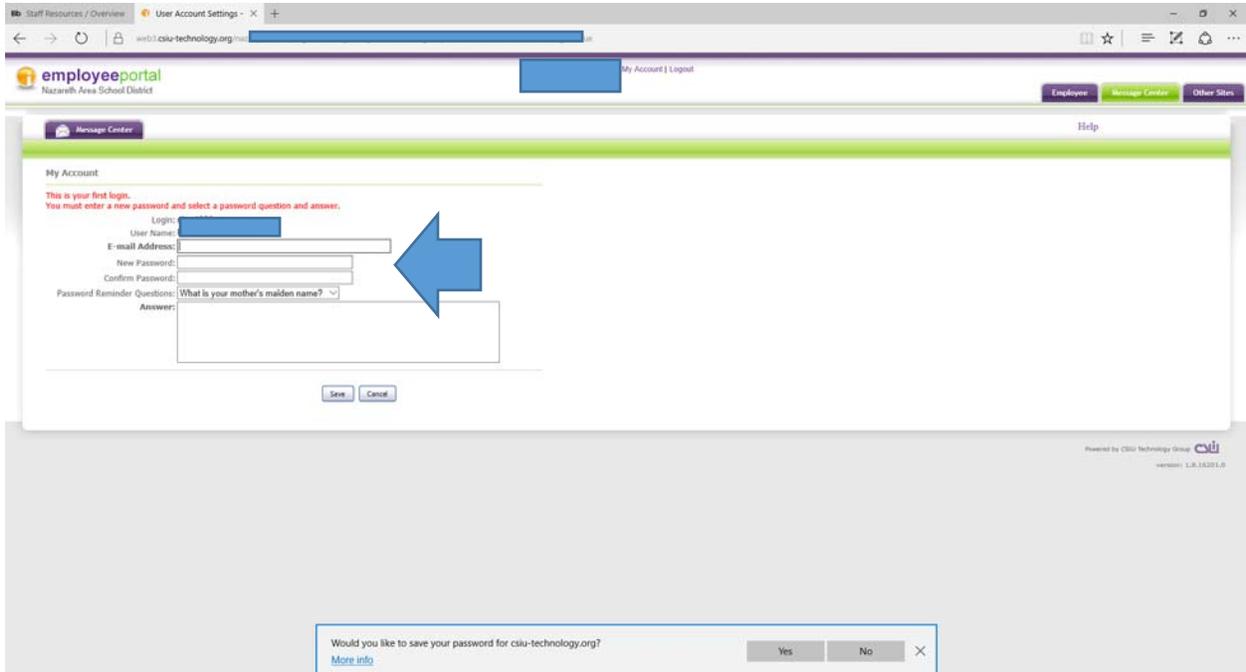
Once you establish your new password and click the save button, you will receive a confirmation that your email and password are reset. You can now click on the Employee button in the upper right hand corner of this screen to view your information.
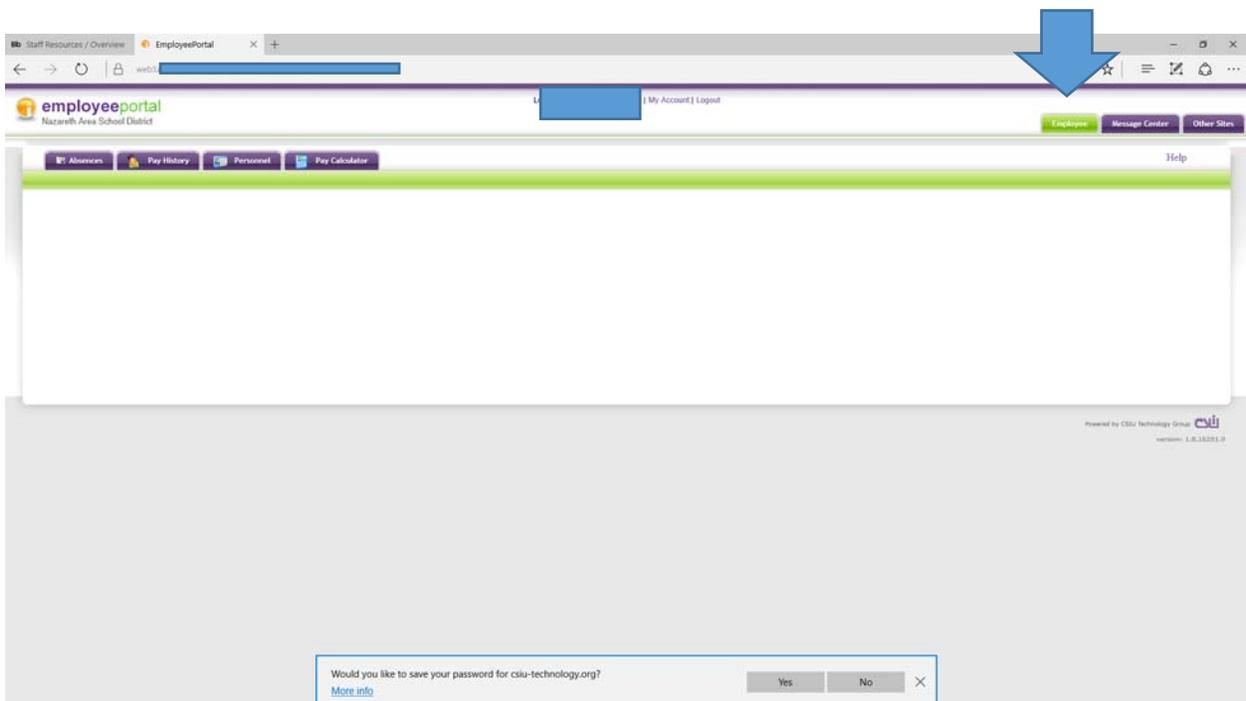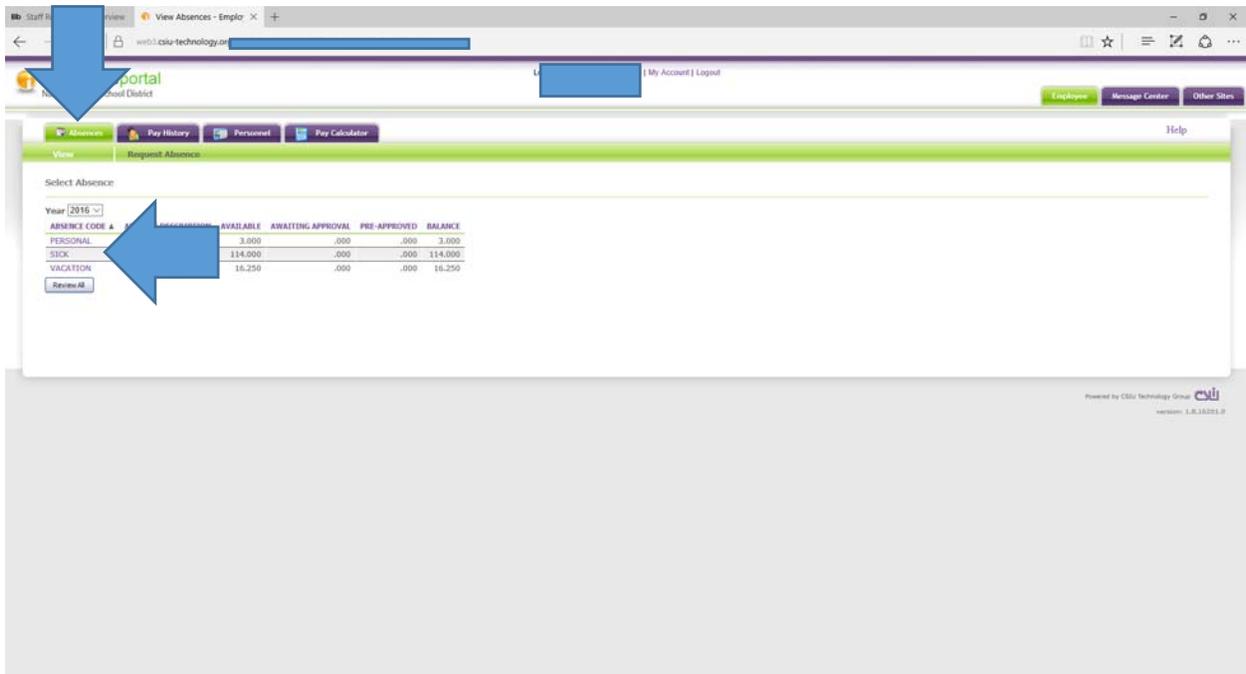
Absences

Once you click on the employee tab on the upper right side of the screen, you will see four (4) tabs that you can click. Click on the absences tab:
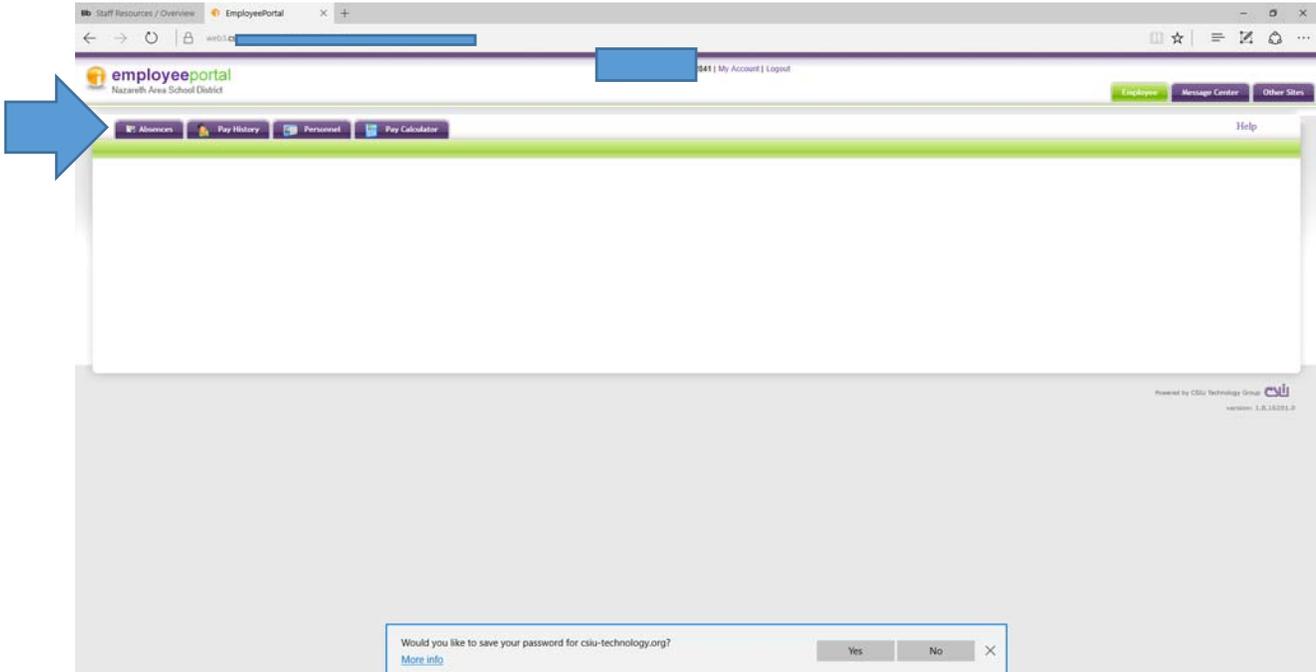
The absence tab will show you absence balances for all available categories.

You can click on the absence code categories to see the balance as well as day(s) taken during the current fiscal year. You can click on all absence codes to see detail for each absence category.

**This information is just for viewing, you will still need to submit absence requests as currently completed.

Pay History

Click on the pay history link. This link will bring up your paycheck information for the current calendar year. You can also select prior calendar year information by clicking on the year drop down menu.

By clicking on the check number, you will obtain a PDF document of your pay stub. You can print this pay stub for your reference or records.

Personnel

Click on the personnel link. This will bring up your personal information that you can review. If you see any incorrect or missing information, please email or call the payroll specialists in the business office.

Pay Calculator

The pay calculator is a tool to allow employees to test calculate their pay utilizing different scenarios. For example, you want to change the amount of money you put into your 403b account and want to see how it will impact your federal tax withholding and net (take home pay).

Click on the pay calculator tab. This will bring up your current pay and deduction information. You can change the information on this screen to calculate a sample scenario (ex. want to see how changing your federal tax withholding will affect your pay). Once done changing the information, click on the submit button.

No changes will be made to actual pay without a completed and signed W-4 and/or 403b salary reduction form submitted to payroll specialist.

Once you click submit, you will see the following screen. Leave the pay frequency to biweekly and click calculate.
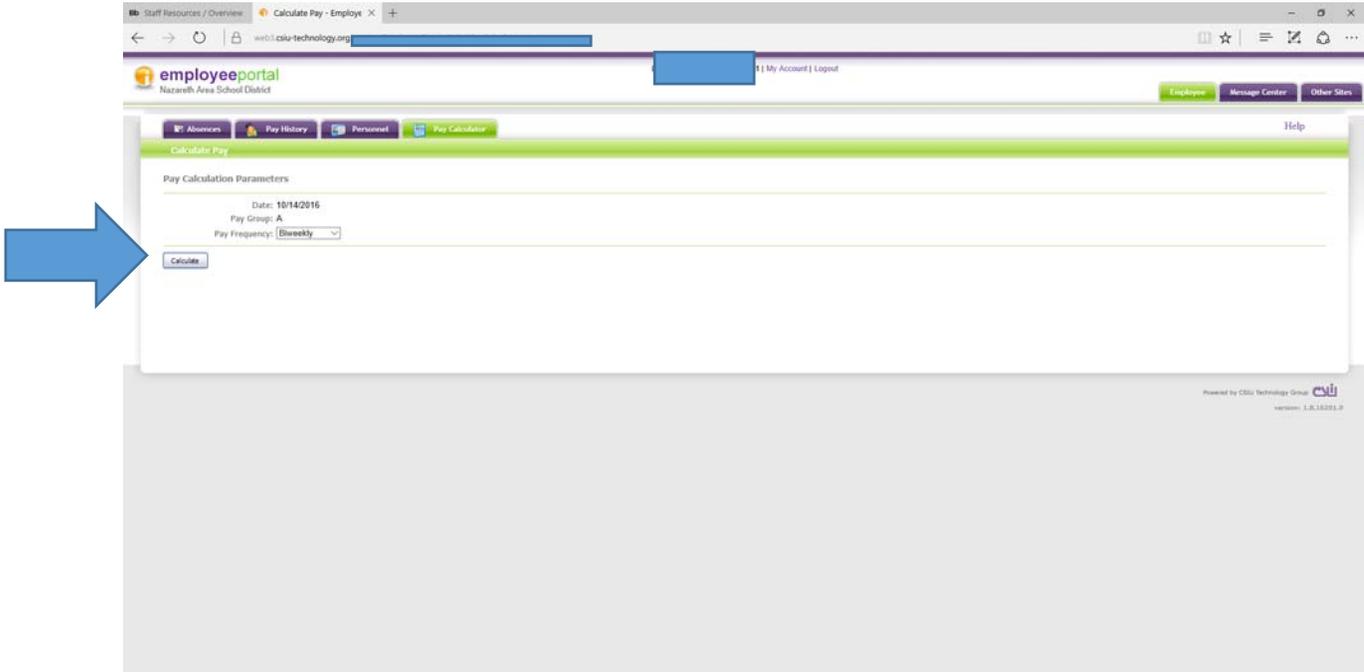
This screen will reflect what your pay will look like depending on the information you changed on the initial screen. *You can run as many scenarios as you like and this will NOT affect your real paycheck in any way.*

*If you are requesting a change to your withholding or any voluntary deduction, you will need to follow the directions provided earlier in this section.
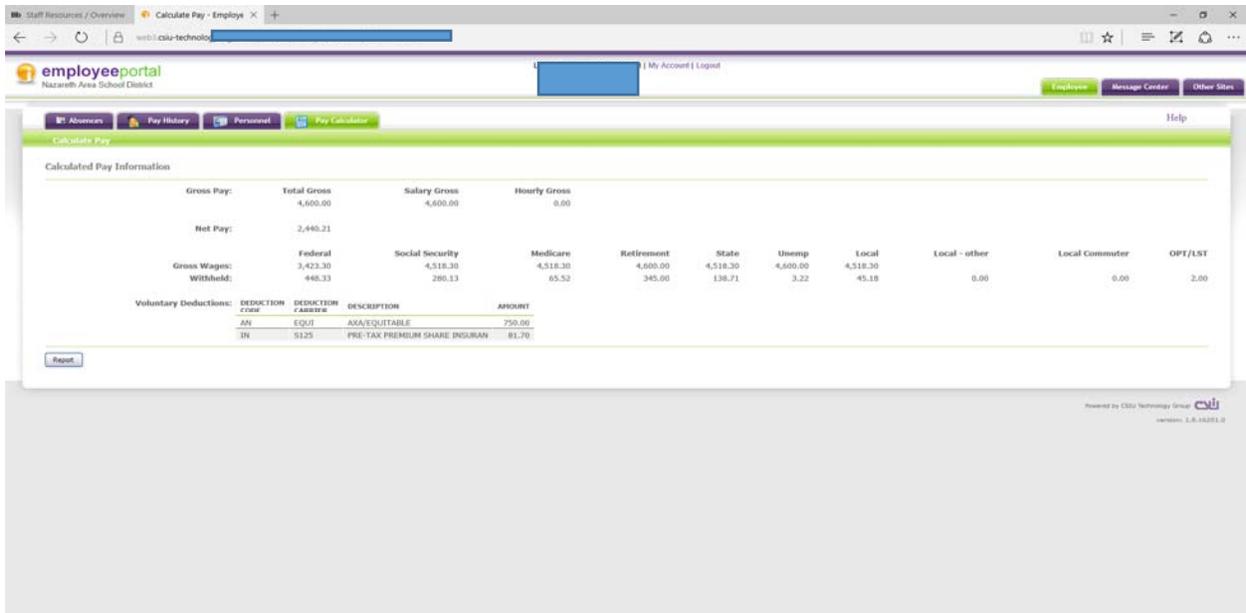
Logging Off

Once you are done viewing your information, please make sure to log off. This can be accomplished by click on the log off button on the top of the screen.