

## **Employee Online Basics: Substitutes and Former Employees**

Employee Online (EO) is a Web-based system which stores pay history and other related information. It does not contain any information for pay prior to July 1, 2013. Pay information prior to July 1, 2013 can be obtained by contacting Payroll.

Your access to EO is through a link found on the District's website. EO is view only. Any necessary changes can be made by downloading forms from EO and submitting the completed forms to the appropriate offices. More detailed information about what is found on each of the menu tabs within Employee Online can be found in the Employee Online Tutorial document. The Employee Online Tutorial and Employee Online Basics documents can be found on the Lexington School District One website.

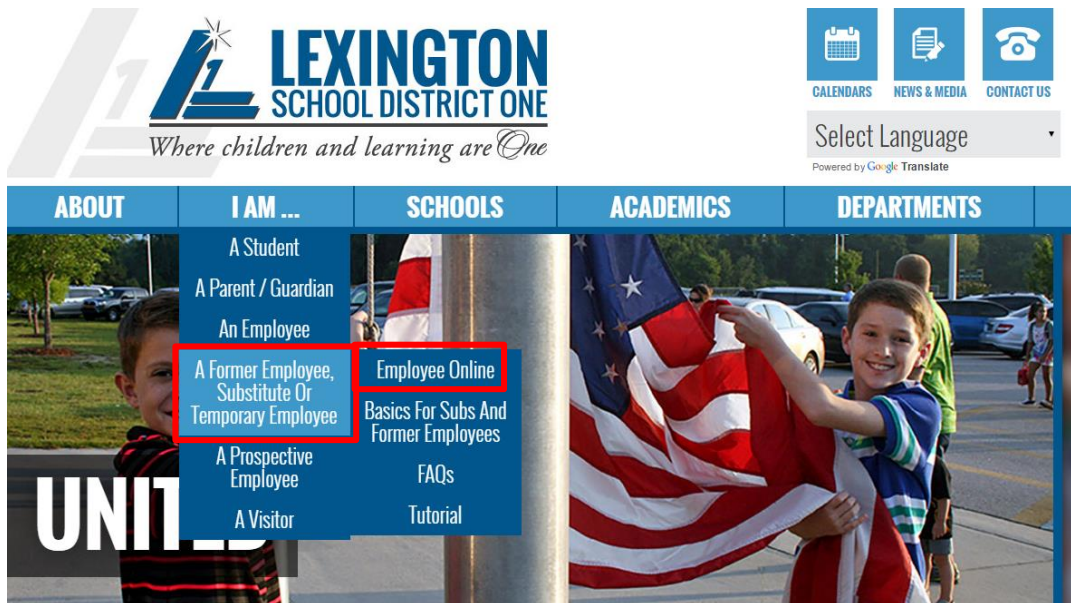
In order to login to EO, you will need to know your BusinessPlus employee ID and password. If you are a substitute, you should have been given your employee id and initial password during Substitute Training. If you have forgotten your employee ID, a substitute coordinator at one of the schools can provide it to you. You may also contact Sheila Kelly at 821-1191. Your employee ID is the EO User ID. Your initial password to the external portal will be provided during your exit interview by your Benefits Supervisor.

# Accessing Employee Online

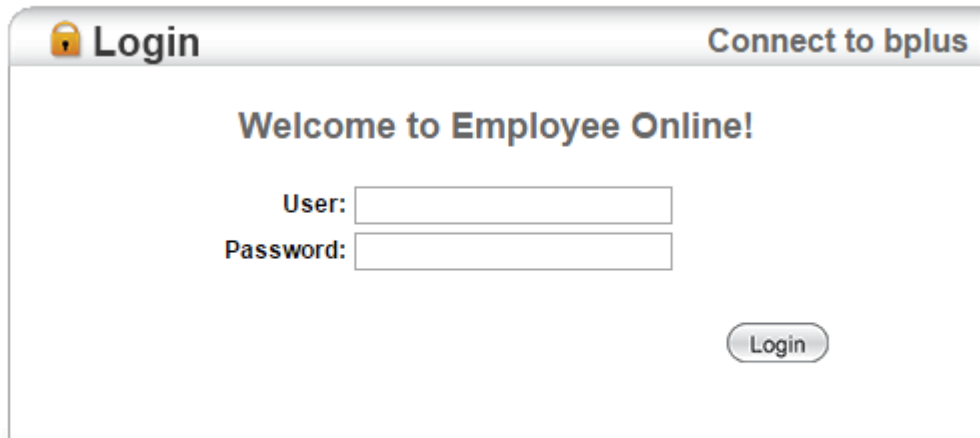
1. Go to the Lexington School District One home page at [www.lexington1.net](http://www.lexington1.net). Select "I AM..."



2. Select "A Former Employee, Substitute Or Temporary Employee", and then "Employee Online".



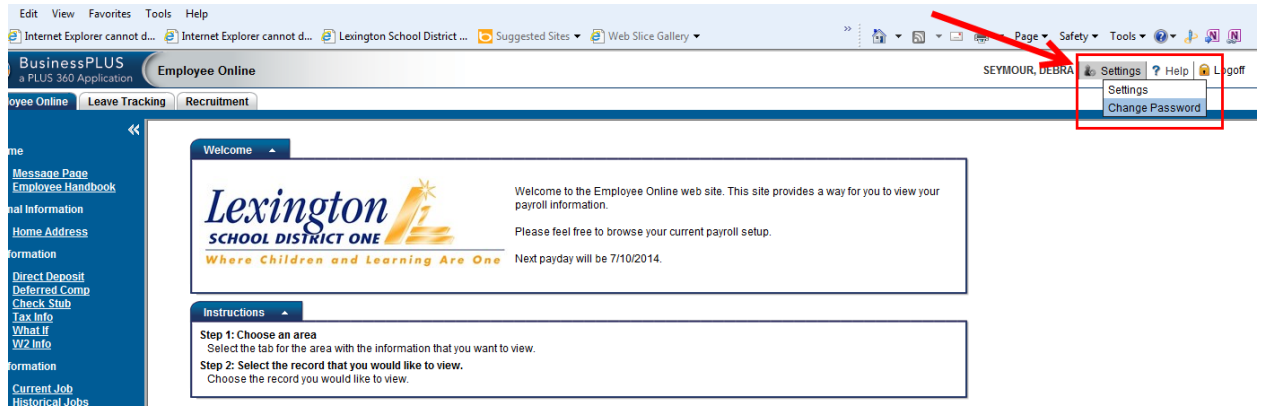
3. The screen below will appear:



© 1990-2014 SunGard Public Sector Inc. All Rights Reserved. This program is PROPRIETARY and CONFIDENTIAL information of SunGard Public Sector Inc., and may not be disclosed or used except as expressly authorized in a license agreement controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution.

4. Type in your User ID and password. Click on Login or press Enter. You will be forced to change your password the first time you login. If you forget your password and have provided a current non-District email address, you can use the “Forgot Login” option to reset your password. If the District does not have a current email address, call the IT Help Desk at (803) 821-1201 and they will reset the password for you.

5. If this is your first time to login to EO, you will be forced to change your password from the initial one provided to you. If at any other time you wish to change your password, you will need to select Settings and Change Password from the top right of the screen.

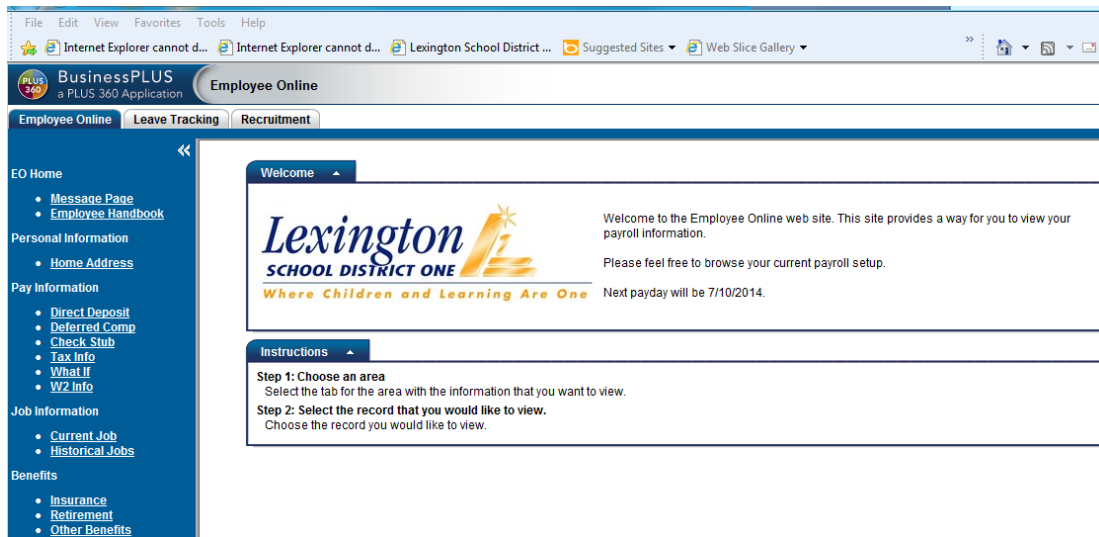


6. When you select Change Password, the box below will appear. In the Old Password box, type in the password you just used to login. Then in the New Password and Confirm New Password boxes, type in the password you want to use going forward. We recommend that this password be at least 8 characters long, include alpha characters, upper and lower case letters and one symbol. Press OK. The next time you login, use the new password.



# Employee Online Home

You are now at the Employee Online Home Screen. The Welcome box will always display the next payday and from time to time may include information of interest to employees.



## Side Bar Menu

This Side Bar displays all of the menu options available to Lexington staff today. Each of these tabs shows various information as it is found in the District's Human Resources and Payroll system for you.



If you have questions about any of your information, please contact Human Resources, Payroll or your Benefits Administrator as appropriate. More information about each of these tabs can be found in the Employee Online Tutorial document on the Fiscal Services page on the Lexington One website.

## **Trouble With Employee Online**

If you try to login and do not get an error message about an incorrect User ID or password, the reason could be because the device you are using has the Pop-Up Blocker on or other settings may need to be changed. The Employee Online FAQ document includes directions on trouble-shooting issues. This document has instructions for turning off the Pop-Up Blocker or other issues you may experience. If trying these things does not resolve your issue, please contact the IT Help Desk at 821-1201.