

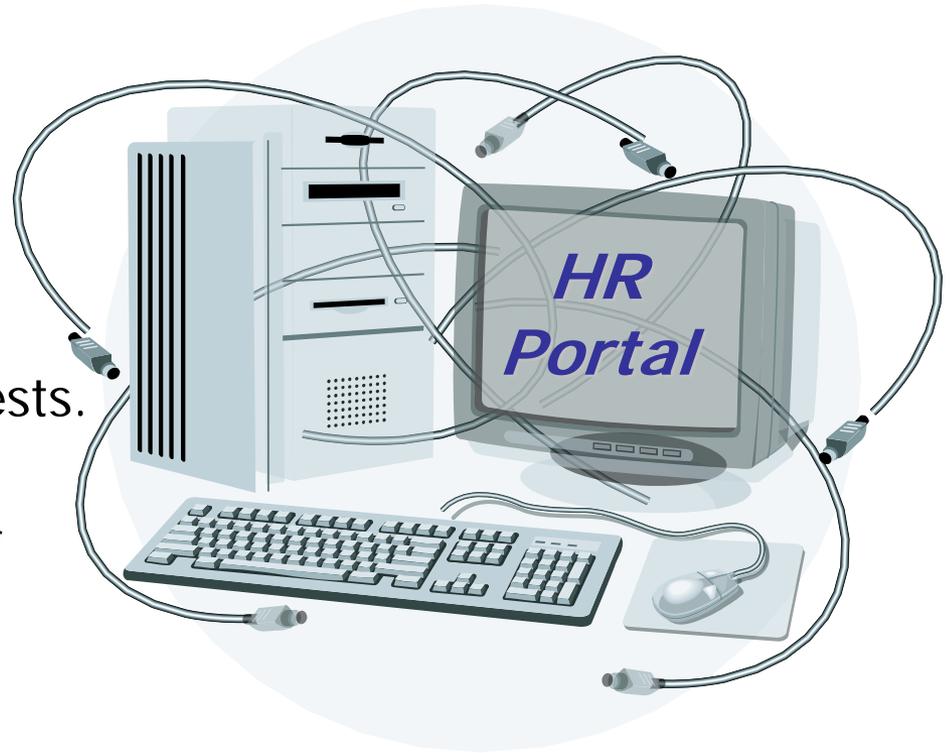
Sedalia School District 200

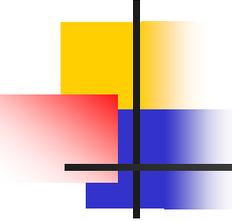
HR Portal
All Staff Training

What is an HR Portal?

The HR Portal is a web-based application that provides the following:

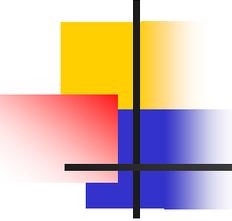
- Methods to make demographic change requests and leave requests.
- Provides various types of information to district employees.





How will the HR Portal DIRECTLY affect me as an employee?

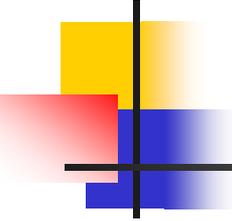
- Requesting Leave (*Leave Requests*)
- Requesting Change of Address
- Name Changes - (*Pending Approval - Until you have submitted a copy of your NEW Social Security Card to the HR Dept.*)



How will the HR Portal INDIRECTLY affect me as an employee?

Anywhere that you have internet access you will be able to view the following:

- Personal and W4 Information
- Pay History
- Benefit History (Board Paid Health/Life Insurance)
- Deduction History (All Payroll Deductions)



Does this mean I can no longer submit paper leave requests, address changes, or name changes?

Yes

Will this be mandatory?

Yes

When will submitting requests using the HR Portal be mandatory?

January 2, 2008

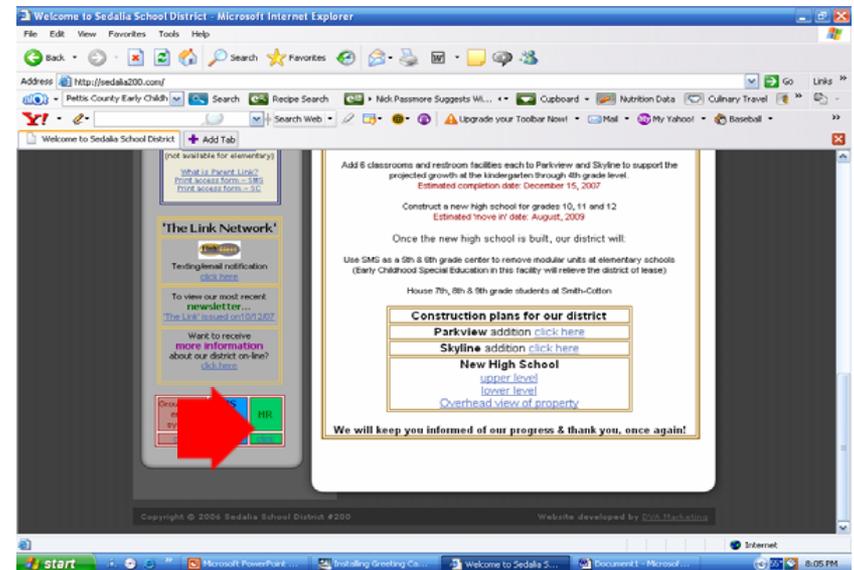
What if I submit a paper request after January 2008?

The paper request will not be processed, and returned to you notifying you to submit through the HR Portal.



How will I submit requests?

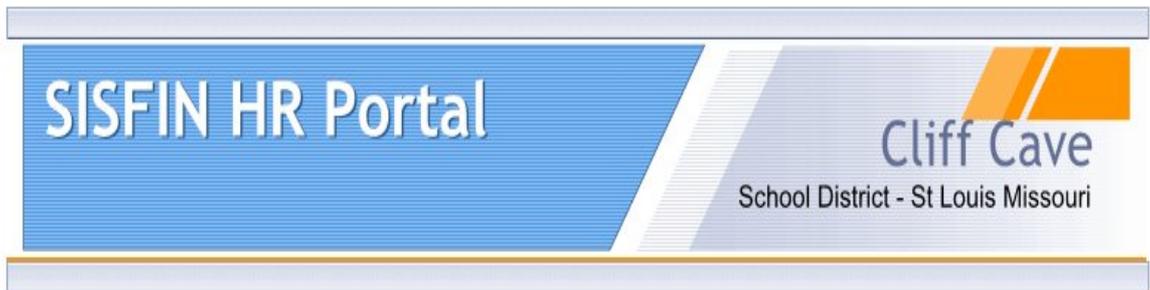
Anywhere that you have internet access you can submit leave requests and personal information changes with the district just by going to the district's website at www.sedalia200.com and click on the HR Portal



Logon

Enter Your User ID and Password. Then click the Login button.

The first time you logon your User ID and Password will be your social security number without any dashes.



Please Login

Enter your UserID and Password	
UserID	123456789
Password	123456789
caps lock may interfere with password	
<input type="button" value="Login"/>	



SISFIN HR Portal MyPortal



This screen is used to access the various portal features.

The "MyPortal" box contains the authorized features for each user.

Welcome, Monty Python

myPortal

- [Change UserID, Password](#)
- [View Personal and W4 Info](#)
- [View Pay History](#)
- [View Benefit History](#)
- [View Deduction History](#)
- [Submit Leave Request](#)
- [View Leave Request Status](#)
- [Submit Personal Info Changes](#)
- [Manage Portal](#)

Logoff X

mySisfin



District News

There is a meeting for the Maintenance Staff NEXT Thursday (1/18/07) afternoon at 2:30 in the Main Auditorium.

Happy New Year. :)

SISFIN HR Portal

MyPortal – District News

Watch for District News postings.

SISFIN HR Portal

Cliff Cave
School District - St Louis Missouri

Welcome, Monty Python

myPortal

- [Change UserID, Password](#)
- [View Personal and W4 Info](#)
- [View Pay History](#)
- [View Benefit History](#)
- [View Deduction History](#)
- [Submit Leave Request](#)
- [View Leave Request Status](#)
- [Submit Personal Info Changes](#)
- [Manage Portal](#)

Logoff X

mySisfin

District News

There is a meeting for the Maintenance Staff NEXT Thursday (1/18/07)afternoon at 2:30 in the Main Auditorium.

Happy New Year. :)

Powered by School Information Systems Inc. www.sisk12.com

Change UserID, Password

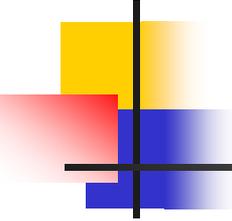
Change User ID, Password



Welcome, Monty Python

User ID's and Passwords are changed separately. They must be at least six (6) characters long and contain no spaces.

🔒 Update UserID	
UserID:	<input type="text" value="789"/> <input type="button" value="Update UserID"/>
🔒 Update Password	
Password:	<input type="password" value="..."/>
verify Password:	<input type="password" value="..."/> <input type="button" value="Update Password"/>



Change User ID, Password

Change User ID, Password

To change User ID click on your existing User ID; type in your new six digit User ID (*with no spaces*); click "Update UserID."

To update Password click on your existing Password; type in your new six digit password (*with no spaces*); verify password; click "Update Password."



Welcome, Monty Python

Update UserID		
UserID:	<input type="text" value="789"/>	<input type="button" value="Update UserID"/>
Update Password		
Password:	<input type="password" value="..."/>	
verify Password:	<input type="password" value="..."/>	<input type="button" value="Update Password"/>

Submit Leave Request

The entered fields are

From Date – Enter the date the leave is to begin.
Required entry.

To Date – Enter the date the leave is to end.
Required entry.

Home  Home > Leave Request  Welcome, B

Leave Request Message

 Submit Leave Request * = required entry	
Name	Bernadine B Shockley
From Date*	<input type="text"/>
To Date*	<input type="text"/>
Duration*	<input type="text"/>
Type of Leave*	--PLEASE SELECT A LEAVE TYPE-- 
Leave Request Routing*	--PLEASE SELECT A ROUTE-- 
Substitute Required	<input type="checkbox"/>
Comments	<input type="text"/>
<input type="button" value="Submit ✓"/>	



Submit Leave Request

Duration –

Personal, sick, and vacation must be entered as either .50 for half a day of leave or 1.00 for a full day of leave.

Support Staff Only

Comp Time is entered by the hour and must be entered in increments of no less than .25 of an hour.

Home  Home > Leave Request  Welcome, B

Leave Request Message

 Submit Leave Request * = required entry	
Name	Bernadine B Shockley
From Date*	<input type="text"/>
To Date*	<input type="text"/>
Duration*	<input type="text"/>
Type of Leave*	--PLEASE SELECT A LEAVE TYPE-- 
Leave Request Routing*	--PLEASE SELECT A ROUTE-- 
Substitute Required	<input type="checkbox"/>
Comments	<div style="border: 1px solid gray; padding: 5px;">I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!</div>
<input type="button" value="Submit ✓"/>	

Submit Leave Request

Type of Leave –

This drop down list that contains the leave types that this person has.

Leave Request Routing – This is the approval routing to be used in SISFIN.



Home  Home > Leave Request  Welcome, B

Leave Request Message

 Submit Leave Request * = required entry	
Name	Bernadine B Shockley
From Date*	<input type="text"/>
To Date*	<input type="text"/>
Duration*	<input type="text"/>
Type of Leave*	--PLEASE SELECT A LEAVE TYPE-- 
Leave Request Routing*	--PLEASE SELECT A ROUTE-- 
Substitute Required	<input type="checkbox"/>
Comments	<div style="border: 1px solid gray; padding: 5px;">I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!</div>
<input type="button" value="Submit"/> 	

Submit Leave Request

Leave Request Routing – drop down list. You will select from one of the following:

Administrator Leave Request – *All Administrators regardless of building/location.*

Building Leave Request - All Buildings with the exception of Administrators; Departments; Whittier as listed below:

Central Office Leave Request

Food Service Leave Request

Maintenance Leave Request

Special Service Leave Request

Whittier HS Leave Request



Home  Home > Leave Request  Welcome, B

Leave Request Message

 Submit Leave Request * = required entry	
Name	Bernadine B Shockley
From Date*	<input type="text"/>
To Date*	<input type="text"/>
Duration*	<input type="text"/>
Type of Leave*	--PLEASE SELECT A LEAVE TYPE-- 
Leave Request Routing*	--PLEASE SELECT A ROUTE-- 
Substitute Required	<input type="checkbox"/>
Comments	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!</div>
Submit 	

Submit Leave Request

Substitute Required – Click this box if a Substitute is required.

Home  Home > Leave Request  Welcome, B

Leave Request Message

 Submit Leave Request * = required entry	
Name	Bernadine B Shockley
From Date*	<input type="text"/>
To Date*	<input type="text"/>
Duration*	<input type="text"/>
Type of Leave*	--PLEASE SELECT A LEAVE TYPE-- 
Leave Request Routing*	--PLEASE SELECT A ROUTE-- 
Substitute Required	<input type="checkbox"/>
Comments	<div style="border: 1px solid gray; padding: 5px;">I would like to request 1.50 hours of comp time next Tuesday. Please let me know by this Friday if possible. Thanks!</div>
<input type="button" value="Submit ✓"/>	

Submit Leave Request

Comments –

Enter any additional information.

When all the entries are filled in, click the submit button.

Home  Home > Leave Request  Welcome, B

Leave Request Message

 Submit Leave Request * = required entry	
Name	Bernadine B Shockley
From Date*	<input type="text"/>
To Date*	<input type="text"/>
Duration*	<input type="text"/>
Type of Leave*	--PLEASE SELECT A LEAVE TYPE-- 
Leave Request Routing*	--PLEASE SELECT A ROUTE-- 
Substitute Required	<input type="checkbox"/>
 Comments	<input type="text" value="This is for Jury Duty."/>
Submit 	

View Leave Request Status

This screen displays the status of any pending Leave Requests.

In this example, the request has 2 steps and both are canceled. This is updated and maintained by whomever approves your leave request.

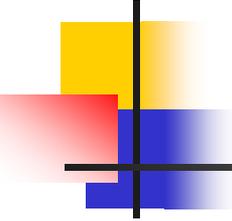
Usually your Principal/
Director and Bldg
Admim Asst.



[Home](#) > View Leave Request Status

Welcome, Bernadine B Shock

View Leave Request Status								
Step	Status	Note	From Date	To Date	Duration	Comments	Date Requested	
1	Canceled		Monday, Mar 12 2007	Tuesday, Mar 13 2007	2.00		Mar 16, 2007	Cancel



Submit Personal Information Changes

Home



 Current Personal Information	
Name and Address	Monty Python Jr 1706 BRIARWOOD LANE St Louis MO 20202
Phone Number	(816) 630-1913
Email Address	

Submit Personal Information Changes

This screen is used to submit Personal Information Changes. At least one personal information entry plus the routing is required.

Personal Info Message

Enter Personal Information Changes	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone Number	<input type="text"/>
E-Mail Address	<input type="text"/>
Effective Date	<input type="text"/>
Routing *	--PLEASE SELECT A ROUTE-- <input type="button" value="v"/>
<input type="button" value="Submit"/> ✓	

Submit Personal Information Changes

If the Effective Date for the request is prior to the current date, or if the Effective Date is blank, then the change after approved will update immediately.

Personal Info Message

Enter Personal Information Changes	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>
Effective Date	<input type="text"/>
Routing *	--PLEASE SELECT A ROUTE-- <input type="button" value="v"/>
<input type="button" value="Submit ✓"/>	

Submit Personal Information Changes

If the Effective Date is after the current date, the changes are not applied at that time of approval. They are stored and are applied the first time a user logs into SISFin on or after the Effective Date.

Personal Info Message

Enter Personal Information Changes	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone Number	<input type="text"/>
E-Mail Address	<input type="text"/>
Effective Date	<input type="text"/>
Routing *	--PLEASE SELECT A ROUTE-- <input type="button" value="v"/>
<input type="button" value="Submit"/> ✓	

View Personal and W4 Info



Various demographic information is displayed as well as Federal and State W4 deduction information, as well as links to the Federal W-4 form, State W-4 form, and to the Social Security Administration web page.

Personal Information		
Name and Address	Monty Python Jr 1706 BRIARWOOD LANE St Louis MO 20202	
Phone Number	(816) 830-1913	
Email Address		
Birth Date	4/9/1964	
Hire Date	1/3/2000	
Federal W4		State W4
Marital Status	Married	Married - Spouse Works
Dependants	0	0.0000
Additional	0.00	0.00
Fixed	0.00	0.00
Fixed Percent	0.00	0.00

View Pay History



Welcome, Monty Python

Various pay information is displayed including: Gross Pay, Deductions, Net Pay, Check Date and Check number.

	Pay History										Page 1 of 1	
Gross Pay	Fed Tax	State Tax	City Tax	OSDI	Medicare	PSRS	PEERS	Other	Total Ded	Net Pay	Check Date	Check #
496.00	13.57	7.00	0.00	30.75	7.19	0.00	27.28	0.00	0.00	410.21	7/27/2005	97600
534.00	17.16	8.00	0.00	33.11	7.74	0.00	29.37	0.00	0.00	438.62	8/15/2005	97727
262.00	0.00	1.00	0.00	16.24	3.80	0.00	14.41	0.00	0.00	226.55	8/26/2005	97844
898.35	19.99	9.00	0.00	36.76	8.60	0.00	59.99	0.00	324.33	439.68	9/15/2005	98077
836.35	15.65	8.00	0.00	32.92	7.70	0.00	56.58	0.00	333.76	381.74	9/27/2005	98407
24.00	0.75	0.00	0.00	1.49	0.35	0.00	1.32	0.00	0.00	20.09	9/27/2005	98407

View Benefit History

More detailed pay deduction information is displayed for each benefit. In this case it is Dental, Health and Life insurance.



Check #	Check Date	Benefit	Amount
104267	4/27/2006	Bd Pd Dental 24 payments	12.11
104267	4/27/2006	Bd Pd Health 24 payments	180.29
104267	4/27/2006	Bd Pd Life 24 payments	1.80
103930	4/13/2006	Bd Pd Dental 24 payments	12.11
103930	4/13/2006	Bd Pd Health 24 payments	180.29
103930	4/13/2006	Bd Pd Life 24 payments	1.80

View Deduction History

Home



This screen displays various other payroll deductions.

◀ ▶		📄 Deduction History	Page 1 of 2
Check #	Check Date	Deduction	Amount
104267	4/27/2006	FLEX HEALTH INSURANCE	282.48
104267	4/27/2006	MISC NEA DUES	9.43
104267	4/27/2006	MISC NTA INSURANCE	18.90
104267	4/27/2006	FLEX NTA INS. 125	22.95
103930	4/13/2006	FLEX HEALTH INSURANCE	282.48
103930	4/13/2006	MISC NEA DUES	9.43
103930	4/13/2006	MISC NTA INSURANCE	18.90
103930	4/13/2006	FLEX NTA INS. 125	22.95

If you forget your User ID, Password

To reset your User ID and Password you

MUST EMAIL the

HR Department at
pmoon@sedalia.k12.mo.us

or

Payroll Department at
hammerly@sedalia.k12.mo.us

Your User ID and Password will default back to your social security number without dashes.



Welcome, Monty Python

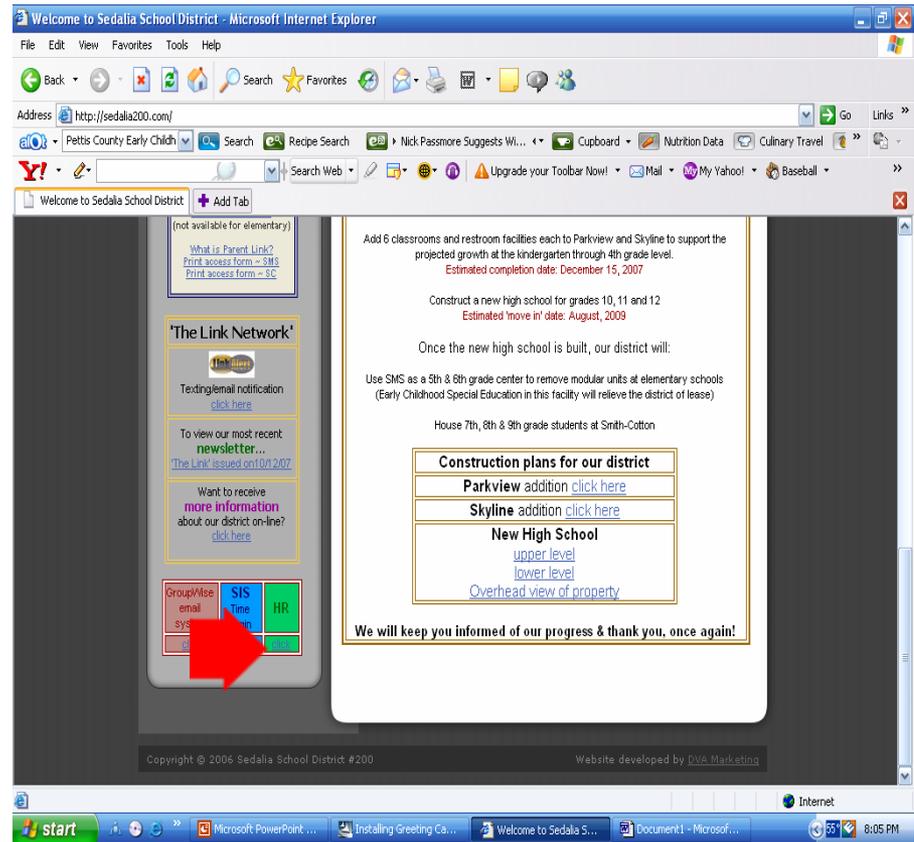
Update UserID	
UserID: 789	Update UserID
Update Password	
Password: ...	
verify Password: ...	Update Password

Create a Short Cut to the HR Portal on Your Computer Desk Top

To create a shortcut on your desktop:

Set your cursor on the green HR Portal *(click button)*, and right click select "Copy Shortcut."

Then minimize and go to your desktop right click (anywhere), and select "Paste Shortcut."

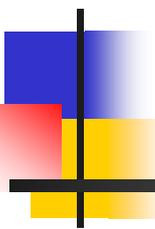


This presentation has been placed on our website. Go to www.sedalia200.com

The “HR Portal All Staff Training” Presentation can be found by going to

- Documents & Forms
- Human Resources
- Select (double click) on HR Portal All Staff Training





Sedalia School District 200

End of All Staff Training Session