EMPLOYEE ACCESS NOTES

Tentative timeline for going paperless:

 Teachers and Bldg Secretaries: October 11 (during fall break)

 Support Staff: November 22 (Thanksgiving)

1. Accessing Employee Access
	1. BCSC webpage/ For Staff/Employee Access
2. You will need a login and password
	1. If you currently are using Skyward, your login and password also works with Employee Access
	2. Your login is the same as for Novell/Groupwise. If you forgot your login, you can click on “Forgot your Login/Password?”, enter your email address, and an email will be sent to you with your login. If you have any problems with this, please contact Pam Boles at bolesp@bcsc.k12.in.us .
	3. If you don’t have a password or forgot your password, you can enter your login then click on “Forgot your Login/Password?” and instructions will be sent to you to set up a new password. If you have any problems with this, please contact Pam Boles at bolesp@bcsc.k12.in.us .
3. On the Employee Access screen, choose “Employee Information” and “Personal”
4. Down the left side, under “Payroll”, choose “Checks”
	1. Highlight a check you want to see the detail for, then click on “show check” or “show check with YTD totals”. This is your new check stub. (NOTE: if you are going to be using CHECK ESTIMATOR, I would suggest you print your latest check stub so you know what deductions you currently have).
	2. What’s cool about this check stub page is it shows you which deductions are tax exempt from Federal (Fed), State (St), and Fica/Medicare (F/M).
	3. Click “Print” to print this pay stub
	4. Scroll to the top and click “Back” when finished.
5. Choose “Check Estimator”
	1. On first page, you can change the number of federal and state exemptions as well as your pay (Please Note: any changes you make to this page DOES NOT affect your actual pay and exemptions. All of the functions in Check Estimator are simulations only and are not saved to your actual payroll file).
	2. Click on “Continue Check Estimator Process”
	3. Compare your latest check stub with the list of deductions of this page. Check those that apply to your current check and uncheck those that don’t apply.
	4. Benefits don’t impact your check (except for Life Insurance), so changing them will have no impact.
	5. Click on “Calculate Check” when you are done making deduction changes. (Note: It is good, the first time you use Check Estimator, to make sure you can duplicate your latest check. After the net pay on this estimator agrees with your latest net pay, then you can get a truer picture of the impact a change will make to your net pay.)
	6. Click on “View Report”. If the report is hard to read, move your mouse to the bottom of the screen and hit “+”. You can print or save this report from here as well- “Save” is the first symbol at the bottom and “Print” is the second symbol.
	7. When you are done viewing the estimated check, click on the “X” in the upper right corner.
	8. If you have re-created your current check net pay, feel free to change any of the deductions. You can even add deductions down at the bottom of the page to simulate what it would do to your pay to add, say, an annuity or an HSA.
	9. To go back to Employee Access, click on “Back” or “X”
6. There are four categories you may never need but they are here for you to review:
	1. “Calendar Year-to-Date”
	2. “Direct Deposit Information”
	3. “W2 Information”- only the year 2012 is available; future years will be added to the list
	4. “W4 Information”- exemptions. If these need to be changed, you will need to fill out a new W4 and turn it in to Payroll.
7. Choose “Time Off Status”
	1. This page shows totals for Sick Days (Illness), Personal Days, Accumulated Sick Leave (Sick/Personal Overflow), and Vacation
	2. The amounts under “Allocated” and “Used” may be totals back to mid-2007, so they will not help you. Only the numbers under “Remaining” are actual and current.
	3. If you click on the arrow () next to each Time Off code, you will see detailed information for that Time Off code. If the data doesn’t go back far enough, click on “activity prior to 6/30/13” to see more history. Click on the arrow next to the Time Off code again to clear the detail. Click “Back” to go back and look at other time off fields.
8. When you are finished with Employee Access, click “Exit” in the upper right corner.