

# **Employee Online Tutorial**

Employee Online (EO) is a Web-based system that enables employees to easily access their employment records. Your access to EO is through Launchpad. At this time EO is view only. Any necessary changes can be made by downloading forms from EO and submitting the completed forms to the appropriate offices.

#### Follow the steps below to access Employee Online:

1. Go to the Lexington School District One home page at www.lexington1.net

#### Select "I AM" $\rightarrow$ "An Employee" $\rightarrow$ "Secure Employee Portal"



2. Log in using your district username and password to sign in to Launchpad.

Sign in to Launchpad
Ì
Password
Sign In
Or sign in using:

3. From the Launchpad homepage, select the Employee Online Business 360 app button.

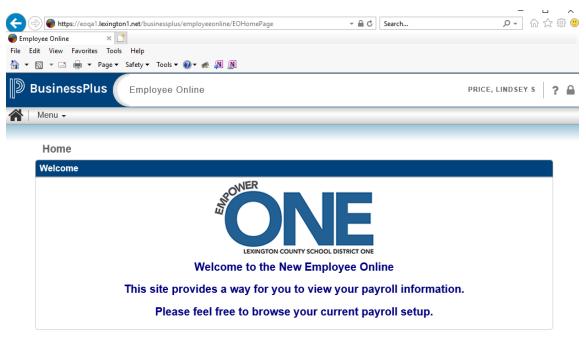


Additional Tips:

- You may want to add the Lexington One Portal Logon to your browser "Favorites"
- If you are having trouble getting to the Employee Online homepage, be sure to check your browser's Pop-Up Blocker settings.

# **Employee Online Home**

You are now at the Employee Online Home Screen.



# Menu Dropdown

The menu dropdown shows 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.



#### **EO Home**

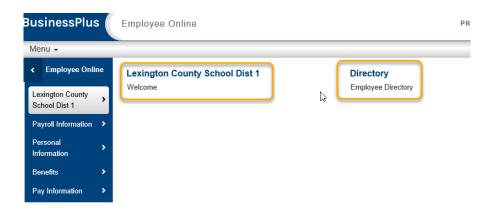
#### Message Page

This screen is used to inform employees of changes to Employee Online.



# Lexington County School District One Welcome Page

This menu selection directs employees back to the home page as well as gives employees access to the Employee Directory to search for employee email addresses



#### Payroll Information

Menu 👻			
< Employee On	line	Payroll	Tax Forms
		Tax Withholdings	1095-C Affordable Care Act (ACA)
Lexington County School Dist 1		Direct Deposit	W-2
Payroll Information	>	Deferred Compensation Leave Tracking	
Personal Information	>	Check Stub	
Benefits	>	Check Stub	
Pay Information	>		

## **Tax Withholdings**

View your current federal and state tax withholding elections on this screen. Changes to tax withholdings require a new W-4 for Federal and the state of South Carolina (two separate forms) to be completed and submitted to the payroll department. You can access and print the latest form and instructions from this page.

Tax Withholdings			
o make changes to your St	te and/or Federal tax withholdings please		
blow the links for the appro	priate agency to fill out the form and return to		
ayroll.			
RSW4			
CW4	13		
Federal Tax Withholdin	0		
I(c) Filing Status	MARRIED	Record Status	٨
omplete the following steps ON	LY If they apply to you		
total	v		
Dependent Amount Total	0.00		
(a) Other Income	0.00		
(b) Deductions	0.00		
(c) Additional Withholding	0.00		
Additional Withholding End	12/31/2050		
Date			
State Tax Withholding			
iling Status *	MARRED	Record Status	A
Exemptions			
Additional Withholding	0.00		
Additional Withholding End	12/31/2050		
Date	1.000.000		
Direct Deposit			

# **Direct Deposit**

View your current direct deposit account elections on this screen. Additions, changes or cancellations to direct deposit elections require a new election form be completed and submitted to the payroll department. You can access and print the form and instructions from this page.

Payroll Information	B
▶ Tax Withholdings	
Direct Deposit	
Submit an original signed Direct Deposit Authorization form to Payroll if you need to enroll in Direct Depost	
or to make any change. Direct Deposit Form	
FIRST COMMUNITY BANK NA (Checking (NET)	
► [ACTIVE] ALLSOUTH FCU	
	0
► Deferred Compensation	

Select the bank line to drill down to see detailed information.

## **Deferred Compensation**

View information regarding your 401K and 457 Deferred Compensation plan elections through this page. Select the deferred compensation line to drill down to see detailed information.

Payroll Information
▶ Tax Withholdings
▶ Direct Deposit
▲ Deferred Compensation
For new enrollment in a plan, please contact your benefits representative. Changes to 401K and 457
plans must be made through the SC Deferred Compensation Program by calling KeyTalk at 877-457-6263
or on-line at Southcarolina use this link below South Carolina
403(B) changes must be made throught the district approved vendors.
Please refer to the Employee Handbook.
▶ [ACTIVE] 401K (AMOUNT)
▶ [ACTIVE] 457 (AMOUNT)

#### **Leave Tracking**



Staff can view leave balance information here.

Leave Information	1		
Leave Tracking 🛛 ┥			
Years of Detail	×	Show Unposted Leave	
▶ Annual			
▶ Comp			
▶ Flex			
Nonscheduled			

Select leave type *Annual, Comp, Flex or Nonscheduled* and Years of Detail to view transaction detail. You also have the option to see what leave is unposted (Please note: this may not include all leave taken. For the most up to date balance, please check TimeClock Plus).

Leave Information Leave Tracking 1 Years of Detail Show Unposted Leave ⊿ Annual Unposted Leave Date Pay Period Description Amount 0.00000 Unposted Total: 797.37000 Current Balance: Ending Balance Pay Period Description Date Amount 5/1/20 3200 - ANNUAL EARNED 2001093 797.37000 10.67000 4/1/20 2001073 3200 - ANNUAL FARNED 10 67000 786 70000

\*\*Balance is expressed in **hours** and not days.

#### **Check Stub**



View current and past check stubs. Select the stub check date you wish to view and your record will appear on the screen.

Check Stub	
✓ Check Stub	
Check Date	Check Number
05/15/2020	10862015
05/11/2020	10858164
04/24/2020	10854160
04/03/2020	10850049
03/25/2020	10845812
03/10/2020	10841538
02/25/2020	10837276
02/10/2020	10828777

Click on the check date to drilldown to the check stub.

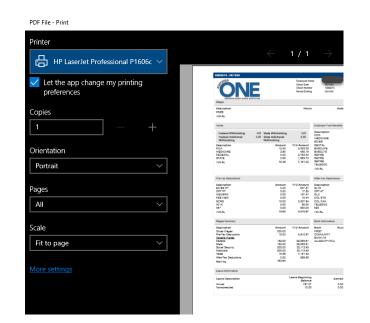
Check luniter Period finds         Obtail duritier         Period Equin         000103           Water         Water         Second finds         Second finds         Second finds         YD Autor Second finds	OWER		Employee Name Check Date	05/15/20		Employee ID		
Norm         Norm         Norm         Norm         Current Example 2000         ND Addition 2000           case         Employer Paid Benefits         Employer Paid Benefits         Process Additional Withouting 0.00         Amount VTD Additional Withouting 0.00         More Paid Benefits         Process Additional Withouting 0.00         Amount VTD Additional Withouting 0.00         More Paid Benefits         Description 0.00         Amount VTD Additional Withouting 0.00         More Paid Benefits         Description 0.00         Description 0.00         Description 0.00         More Paid Benefits         Description 0.00         More Paid Benefits         Description 0.00		STRICT ONE	Check Number	10862015		Period Begin	05/01/20	1
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Total dottional withhooding         0.00         State Additional withhooding         0.00         PCA         10.40         12.40         2.40         7.40           Protection         Amount         YTD Amount         0.00         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00         2.20         0.00 </td <td>Federal Withhelding</td> <td>LUO Cinis Milibalding</td> <td>140</td> <td></td> <td></td> <td></td> <td></td> <td>YTD Amou</td>	Federal Withhelding	LUO Cinis Milibalding	140					YTD Amou
Description         Amount         YD Amount         WD/L/Me         2.40         4           PRA         12.40         2.0510.0         DB/3/L								2,053.0
Stati         12.40         2.60.30         EPTAL         0.00	-							480.
LEICARE         2.90         40.15         BASC.IP         0.00           TATE         3.06         1.665.70         RETME         3.06.2         5.5           TATE         3.06         1.665.70         RETME         3.03.2         5.5           TATE         3.06         1.665.70         RETME         3.03.2         5.2           TATE         3.06         1.665.70         RETME         3.03.2         5.2           TATE         0.00         TATL         85.52         12.3           TATE         0.00         1.7								2,781. 60.
EDEPLAL TATE         0.00         2.78.44 1.85.5         asc_To setting         asc_To setting								60.
TATE     3.06     1.465.70     PETRE     3.0.2     5.2.5       OTAL     18.25     7.161.22     RETRE     12.26     2.3.0       Tre-Tax Deductions     0.00     107L     58.32     12.30       Tre-Tax Deductions     Amount     YD Amount     Description     Amount     YD Amount       CISIS FT     0.00     17.45     S.TO     0.00     10.00       CISIS FT     0.00     17.65     0.00     10.00       EMDD     0.00     17.67     0.00     10.00       EMDD     0.00     16.45     0.00     10.00       CRS     18.00     3.07.44     0.00     10.00       GTAL     18.00     3.07.44     0.00     10.00       GTAL     0.00     10.00     0.00     10.00     0.00       GTAL     0.00     10.00     0.00     10.00     0.00       GTAL     0.00     3.00     10.00     0.00     10.00       GTAL     18.00     3.00     17.65     0.00     10.00       GTAL     18.00     4.90.07     17.65     0.00     10.00       GTAL     18.00     4.90.07     17.65     0.00     10.00       GTAL     0.00     0.00     17.								14
Total     18.26     7,18.12,8     RETRE ETTRE TELEDOC     12.00     0.00     12.10       Total     58.32     12.00       Total     59.7     0.00       Total     50.00     10.00     10.00       Total     18.00     3.017     0.00       Total     18.00     3.017     0.00       Total     18.00     3.017     0.00       Total     18.00     4.9167     0.00       Total     10.00     2.0006     0.00								5,235
RFRE TELEDOC         0.00 0.00           TOTAL         55.52         12.50           Merca Deductions         Amount         TOTAL         55.52         12.50           Merca Deductions         Amount         TOTAL         Status         Amount         TOTAL           Cost SPT         0.00         647.77         0.00         STD         0.00         Mount         TOTAL         0.00         Mount         TOTAL           Cost SPT         0.00         647.77         0.00         Cost SPT         0.00         0.00         Mount         STD         0.00         0.00         10.00         10.00         0.00         10.00 <td>OTAL</td> <td>18.36</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2,123</td>	OTAL	18.36						2,123
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01K         0.00         900.00         529         0.00         4           57         0.00         900.00         529         0.00         4           00TAL         18.00         4.910.67         TOTAL         0.00         4           Wages Summary         Bank Information         Account         Account         Account         And           Pre-Tax Deductions         18.00         4.910.67         NA         ALLSOUTH FCU         1           Security Mages         182.00         2.9,066.61         NA         ALLSOUTH FCU         1           Security Mages         182.00         2.9,066.61         Security S		0.00	10.44	COL STD			0.00	187.
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Sinder         200.00         FIRST COMMUNITY BANK           *ne-Tax Deductions         18.00         4.016.67         NA         ALSOUTH FCU         1           *able Wages         ALSOUTH FCU         ALSOUTH FCU         1 <th1< th=""> <th1< th=""></th1<></th1<>	Wages Summary			Bank Information				
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imable Wages         ALLSOUTH FCU         1           fedraal         182.00         29,065 61         29,065 61         29,065 61           isable         182.00         29,065 61         29,065 61         29,065 61           isocial Security         200.00         33,113 45         46         46           declarae         200.00         33,113 45         46         46           item Fax Deductions         0.00         389,56         46         46           ieter Pay         163,64         46         46         46           even Information         162,64         162,64         16         162,64								0.
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itter-Tax Deductions     0.00     889.56       lef Pay     163.64       eave Information       eave Description     Leeve Beginning Balance       Earned     Used       Leave Ending Balance								
let Pay 163.64 .eave Information .eave Description Leeve Beginning Balance Earned Used Leave Ending Ba								
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			Leave Beginning Balance		Earned		Used	Leave Ending Balan
amaa in A 0.00 0.00 /	Annual		797.37		0.00		0.00	797.

You may print a copy of your stub by

1. Clicking the PDF button, select open.

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-	
05/01/20	

- 2. Right Click and select print. Select the appropriate printer.
- 3. Click on the Print button.



#### Tax Forms



W2 information can be viewed here. To print, select the W-2 form, right click and select print. \*Note: An original W2 will be printed and sent to you in January. This is for extra copies or reference.

W-2 Information			
W-2			
W2_2019			
W2_2018			
W2_2017			
W2_2016			
W2_2015			
W2_2014			
W2 2013			

# **Personal Information**

BusinessPlus	Employee Online	
Menu 🗸		
< Employee Online	Employee	Job Information
Lexington County	Personal Information	Current Position
School Dist 1	Emergency Contacts	Historical Positions
Payroll Information		
Personal >		
Benefits >		
Pay Information		

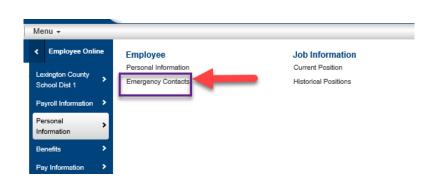
#### **Personal Information**

Employee		B
Personal Information		
	لمح he/Address Change Form below and submit to HR if changes are needed to this	
information. HR21 Universal Name/Add	ress Change Form	
Employee Name		
Employee ID		
4 Address		
Address Line 1 *		
Address Line 2	ADDRESS LINE 2	
City	WEST COLUMBIA State South Carolina	
Zip Code *	- Zip Ext	
Email	@lexington1.net	
Personal Email	Personal Email	
Privacy Level	PUBLIC	
Phone Numbers		
Additional Dates		
Emergency Contac	*	
Emergency Contac	1	
Family Information		

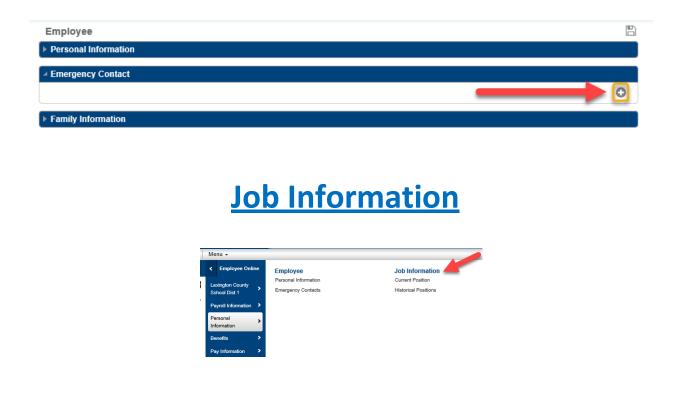
To make changes to your personal information, download and print the Universal Name/Address Change Form by clicking on the link underlined on this page. Once you have completed the form, the original signed form must be submitted to the Office of Human Resources for changes to be made.

14

#### **Emergency Contacts**



This screen shows emergency contact information. To add emergency contact information, select the + sign on the far right. This may be added/changed through Employee Online.



## **Current Position**

This screen shows information about your current job.

Job Information			3	,		
Current Position						
A DIRECTOR OF PAYROLL (04DRCLPAYR)						
Job:	DIRECTOR OF PAYROLL	(04DRCLPAYR)			Dates:	7/1/2019 - 6/30/2020
Bargaining Unit:						
Department:			Division:			
Salary Schedule:	ADMININSTRATION					
Salary Grade:	DISTRICT OFFICE ADMIN		Step:			
Rates Hourly:	-	Daily:		-	Per Period:	-
Historical Positions						

# **Historical Positions**

This screen shows information about your past jobs.

Historical Positions	
COORDINATOR OF PAYROLL (04COCLPAYR)	7/1/18 - 6/30/19
► COORDINATOR OF PAYROLL (04COCLPAYR)	7/1/17 - 6/30/18

✓ Historical Positions					
A COORDINATOR OF PAYROLL (04COCLPAYR) 7/1/18 - 6/30/1					7/1/18 - 6/30/19
Job:	COORDINATOR OF PAYROLL (04COCI	D	Dates:	7/1/2018 - 6/30/2019	
Bargaining Unit:					
Department:		Division:			
Salary Schedule:	ADMININSTRATION				
Salary Grade:	DISTRICT OFFICE ADMIN	Step:			
Rates					_
Hourly:	Daily:	_	Pe	er Period:	_

#### **Benefits**



#### **Insurance**

View information regarding your insurance benefits through this page.

Benefits	
Insurance	
You must contact you benefits representative for changes to these be	nefits.
This area is read only	
▶ OPTIONAL LIFE E0 <=50 PT	
▶ SUPP LONG TERM DISABILITY	
DENTAL PT - EMP/ONLY	
FLEX MEDICAL SPENDING	
DEPENDENT LIFE CHILD AT	- •
BC/BS STANDARD PT - EMP/CH	
Reimbursement	
Retirement	
Other Benefits	
Dependent Coverages	

#### Click on BCBS STANDARD to drilldown to plan details.

Benefits		
▲ Insurance		
You must contact you bene	fits representative for changes to these benefits.	
This area is read only		
▷ OPTIONAL LIFE E0 <=8	50 PT	
▶ SUPP LONG TERM DISABILITY		
▶ DENTAL PT - EMP/ONLY		
FLEX MEDICAL SPEND	ING	
▶ DEPENDENT LIFE CHILD AT		
A BC/BS STANDARD PT	- EMP/CH	
Plan Category	EMPLOYEE CHILD	
Amount	71.93	
▶ Covered Individuals		

#### <u>Retirement</u>

View information regarding your retirement benefits through this page.

Benefits
▶ Insurance
▶ Reimbursement
▲ Retirement
You must contact you benefits representative for changes to these benefits.
This area is read only
▶ RETIREMENT BASE
▶ RETIREMENT OPT INC DEATH
▶ RETIREMENT INS SURCHARGE
► Other Benefits
▶ Dependent Coverages

# **Other Benefits**

You can view information regarding your Colonial products through this page.

Benefits	
▶ Insurance	
▶ Reimbursement	
▶ Retirement	
Other Benefits	
You must contact you benefits representative for changes to these benefits.	
This area is read only	
▹ COLONIAL CANCER	
COLONIAL STD	
▶ Dependent Coverages	

#### Click on Coverage Type to drilldown to plan details.

Benefits	
▶ Insurance	
▶ Reimbursement	
▶ Retirement	
✓ Other Benefits	<b>N</b>
You must contact you benefits representative for changes to these benefits.	-
This area is read only	
- COLONIAL CANCER	
Plan Category	
Amount 13.25	
Covered Individuals	
COLONIAL STD	
Dependent Coverages	

# **Pay Information**

Menu 👻			
< Employee Online		Pay Information	
Lexington County		Employee Handbook	
School Dist 1	>	HR21 Name and Address Change	
	•	Direct Deposit Authorization Form	
Payroll Information		Pay Stub Information	
Personal		IRS W4	
Information			
Benefits >			
Pay Information	>		

These links provide the most up to date forms.

Please make sure to logoff by selecting the lock in the upper right corner of screen when you are finished viewing information in Employee Online.



# If you experience any difficulties logging on, please contact the district Help Desk at 821-1201 or <u>helpdesk@lexington1.net</u>.

If you have questions about any of your information, please contact Human Resources, Payroll or your Benefits Administrator as appropriate.

Thank You!