

Employee Access Instructions Support Staff

Enter your:

Login:

Password:

Your login will be your first name.last name and your password will be reedsburg. You will be forced to change this password before you can continue.

To access payroll information:

- Click on Employee Information
- Click on Payroll
- Click on Check History-this gives you the gross and net amounts of your check
- Click on the Check Number to see the details of your pay check. This also gives you the option to print if you need to.

To enter a time off request:

- Click on Time off
- Click on My Time Off Requests
- Click on Add
- Pick the correct Time Off Code by clicking on the drop down arrow.
- Pick the Reason by clicking on the drop down arrow.
- You may add to this description if you would like.
- Select correct start date
- Enter the amount of hours you will be gone.
- Enter the start time of when you will be gone.
- Select additional people if you want them to know you will be gone.
- Click on Save at the right.

Each day you are gone will require a separate request.

There is a cloning option that will help with multiple day requests.