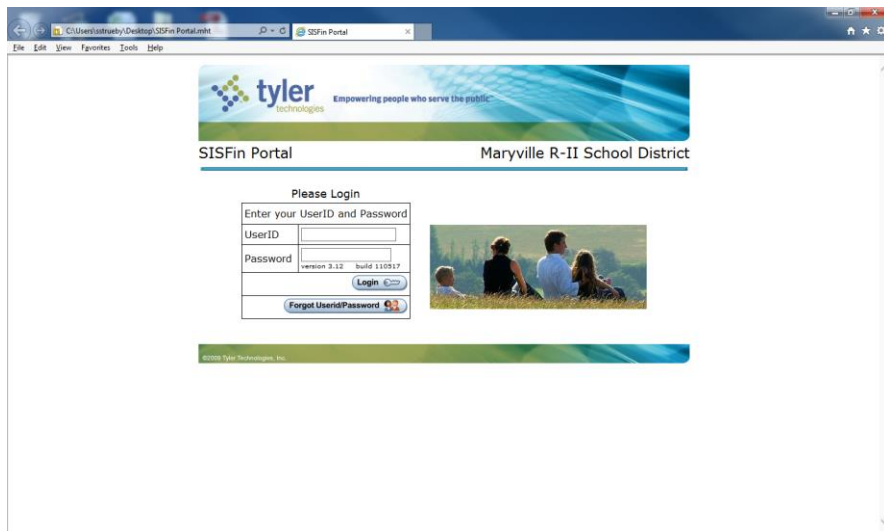


# Steps in Using the HR Portal

6/30/20

1. Log into website at <http://www.hrportal.maryville.k12.mo.us> Website can be accessed off campus.

**Login:** The first time you login to the portal you will enter your **school email address** for your User ID and your **employee ID #** (given to you by Central Office staff) will be your password. First time you login, you will see a message explaining how to change your UserID and Password. If you choose not to change them, just click the Home button. You can also change both the UserID and Password in the future by going into “Change UserID, Password” from the main menu.



2. **Forget your Password:** If you forget your password, click on “Forgot Userid/Password”, an email address box will appear. Enter your school email address and you will receive your password and user ID information within minutes. If you continue to have problems, please contact Kenna Parman at [parman@maryviller2.com](mailto:parman@maryviller2.com) or by phone at Ext. 1601.
3. Below is the main menu:



4. **Submitting a Leave Request:** Note: Don't enter comp or FMLA time into the portal

- Click on "Submit Leave Request"
- Enter From and To Date – Enter date(s) that you will be absent from work. **If you are only planning to be gone for 1 day the "To" and "From" dates will be the same.**
- Duration – This is figured by day(s) (i.e. if you are gone ½ day you will enter .50 or 1 for a full day).
- Type of Leave – Choose the leave type from listing. If the leave type you are wanting to use (i.e. Approved Absence or Bereavement) is not listed, please contact Sharon Strueby at [strueby@maryviller2.com](mailto:strueby@maryviller2.com) or by phone at Ext. 1600 for this to be added.
- Leave Request Routing – Be sure to choose the correct route for your building/position so that your leave will go to your supervisor.
- Substitute Required – Only check if you need a substitute for that day.
- Comments – If you wish, you can enter information regarding the leave (i.e. workshop name, substitutes of your choice)
- Location – Your location will be the only one to show up in this field, so choose that location.
- Leave Reason – leave blank

The screenshot shows a web browser window with the title "SISFin Portal Leave Request - Microsoft Internet Explorer provided by Maryville School District". The address bar shows "http://172.17.0.3/inventory/LeaveRequest.aspx". The browser's Favorites bar includes links like "Accident Fund - WORKE...", "AFLAC-MY AFLAC INVO...", "BLUE CROSS BLUE SHI...", "PRINCIPAL.COM-- Insur...", and "VALIC eRemit". The main content area displays the "Submit Leave Request" form. The form has a title bar that says "Submit Leave Request \* = required entry". The form fields are as follows: Name (Sharon A Strueby), From Date (mm/dd/yyyy)\*, To Date (mm/dd/yyyy)\*, Duration\*, Type of Leave\* (dropdown menu), Leave Request Routing\* (dropdown menu), Substitute Required (checkbox), Comments (text area), Location\* (dropdown menu), and Leave Reason (dropdown menu). A "Submit" button is located at the bottom of the form. The footer of the page shows "© 2009-2010 Tyler Technologies".

After the leave is submitted it will be sent electronically to your supervisor for approval. You can view the status of your request by going to View Leave Request Status. **When the leave is approved by your supervisor, the leave will show approval under step column** (i.e. 1/3 will show if your requests goes through 3 approval routes). The leave will show as pending until it has been posted through payroll, normally by the 10<sup>th</sup> of the following month.

**IMPORTANT:** Please enter leave requests prior to taking leave so that your supervisor can give prior approval. When you need sick leave without prior notice, you can submit this request after you return to work or at home.

5. **View Leave Balance:** The leave will show in the “Requested” column until the leave is posted in the payroll process which is usually around the 10<sup>th</sup> of the following month. ONLY AFTER THE LEAVE HAS BEEN POSTED will it show up in the YTD Used leave column. You can determine if the leave has been posted by viewing the Leave Detail (i.e. Transition Type is listed as Used).

**Cancel or Changing a Leave Request:** To cancel or change a leave request go to “View Leave Request Status”. Find the request you are wishing to change or delete and click on the “Cancel” button on the far right of the request. If you need to make changes to the leave request, you will have to submit the leave request again. YOU ARE ONLY ABLE TO DENY A LEAVE REQUEST PRIOR TO THE DATE OF THE REQUEST. If you are unable to deny the request, please contact your building office manager or Sharon (Ext. 1600) in the Payroll Dept.to assist you.

6. **Print Pay Stub:** To print your pay stub, go to “View Pay History”. On the far right side click on “Print Stub”. For security purposes a box will appear to Enter Password – this will be the last four digits of your social security number. This will let you view and print your check stub. If you are wanting a check stub from a prior year, you can choose the fiscal year on the first screen by using the “Year” dropdown which is located on the top line. **REMINDER: IF YOU MAKE ANY CHANGES TO YOUR BANK ACCOUNT, PLEASE LET PERSONNEL (Ext. 1600) KNOW ASAP SO YOUR MONTHLY PAYMENT IS DISTRIBUTED PROPERLY.**
7. **Personal Information Changes:** If you need to request an address, name or phone # change, click on “Submit Personal Info Changes”. Fill in the field you wish to change and assign this request to the correct building route for approval and click submit button. Note: Only fill out the information that is **changing** and leave the rest of the fields blank. It is important to keep your current phone number and cell number updated so that you will receive information regarding school closings.

The screenshot shows a web browser window titled "SISFin Portal Personal Information - Microsoft Internet Explorer provided by Maryville School District". The address bar shows "http://172.17.0.3/inventory/PersonalInfo.aspx". The browser's Favorites bar includes "Accident Fund - WORKE...", "AFLAC-MY AFLAC INVO...", "BLUE CROSS BLUE SHI...", "PRINCIPAL.COM-- Insur...", and "VALIC eRemit". The main content area displays a form titled "Enter Personal Information Changes". The form has the following fields: First Name, Middle Name, Last Name, Suffix, Address, City, State, Zip Code, Phone (999)999-9999 (with a dropdown for area code), Email Address, Effective Date (mm/dd/yyyy) with a calendar icon, and Routing \* (a dropdown menu with "--Select a Route--"). A "Submit" button with a checkmark is at the bottom of the form. A copyright notice "© 2009-2010 Tyler Technologies" is visible at the bottom of the page. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

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 Code	<input type="text"/>
Phone (999)999-9999	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Email Address	<input type="text"/>
Effective Date (mm/dd/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Routing *	--Select a Route--
<input type="button" value="Submit"/>	

**8. W-4 (State & Federal) Changes:**

To view your tax deductions go to “View Personal and W4 Info”. If you want to request a change to either your state or federal W-4, scroll to the bottom of this page. Click on the following websites for the forms (Note: You can type information into the forms before printing):

- IRS – to change your W-4 for federal taxes
- Missouri – to change you’re W-4 for state taxes you will need to enter “MO-W-4” under Form Number/Name and click on Search Forms. Scroll down and choose this form for the correct tax year.

**These forms can’t be submitted on-line.** Please complete, sign form(s) and send to Sharon Strueby at the Central Office to have information updated in payroll.