

# Employee Online

eo.olatheschools.com

## Log in with your Network ID and password

This includes all regular, temporary, and substitute staff who have an OPS Network ID.

Please see additional instructions located on the Employee Services website if you have terminated employment with OPS.

### Having trouble logging in?

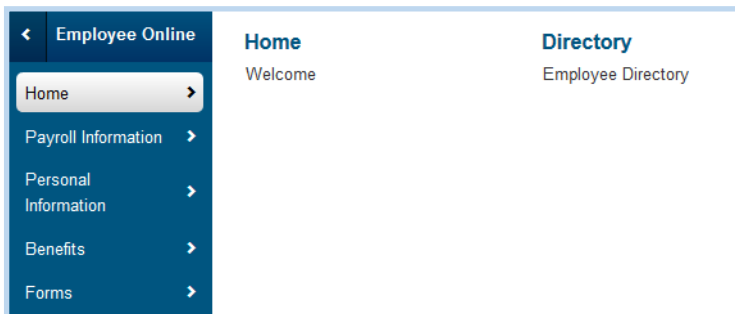
Contact the Technology Help Desk using School Dude or call the help desk at 780-8058.

### Need Help with something other than logging in ?

Contact the Employee Services Department at [eo@olatheschools.org](mailto:eo@olatheschools.org) or at 5001-PLUS.



Navigation begins at the Menu drop-down where you will find all of the tools available by clicking on MENU



Select which menu item you would like to open and several categorized choices will be available to navigate to within each menu.

A detailed list of menu items available is below.



Certain items will allow you to make changes directly inside of EO. Don't forget to save your changes by clicking on the disk in the upper right hand corner.

## Home

**Welcome**—Initial EO Landing Page

**Employee Directory**— Search for District staff by Name or Building. This search function is controlled by an employee's Private or Public designation

## Payroll Information

**Tax Withholdings**—View your elections filled out on the W4 (Federal) and K4 (State) tax forms. These items cannot be updated on EO. New W4 and K4 forms need to be filled out to make changes. W4 and K4 forms can be found on the Forms tab and need to be sent to the Payroll Department.

**Direct Deposit**— Direct Deposit banks on file for the net amount of your paychecks. These items cannot be updated on EO. New Direct Deposit forms need to be filled out to make changes. These forms can be found on the Forms tab and need to be sent to the Payroll Department.

**Deferred Compensation**—Shows any deferred retirement to a District 403b / 457 TSA. Please visit the OMNI website to make changes to your TSA elections.

**Leave Tracking**— Accrual leave balances are current as of the latest paycheck. Please verify actual leave days availability using the KRONOS timekeeping system

**1095-C Affordable Care Act (ACA)**—Find copies of your annual 1095C forms required by the Affordable Care Act (ACA) to eligible employees.

**W-2**— Annual copies of your W2 tax forms.

**Check Stub**— Payroll Check stubs.

## Personal Information

**Personal Information**— View demographic information such as home address, District email address, personal email address, and phone numbers. Certain demographic items can be updated from this screen.

**Emergency Contacts**— View and update emergency contact information.

**Current Position**— View your current positions with the District.

**Historical Positions**— View prior positions worked with the District.

## Benefits

**Insurance, Reimbursement, Retirement, Other Benefits, Dependent Coverage**— Benefit tracking information maintained within the system. Information in this section is not necessarily inclusive of all benefits elected. Please contact the Benefits department for a complete listing of elected coverage.

## Forms

**HR/PY Forms**— Links to our Forms page where you can find payroll forms, leave forms and pertinent reference material.