

EMPLOYEE ONLINE

EMPLOYEE SELF-SERVICE PORTAL

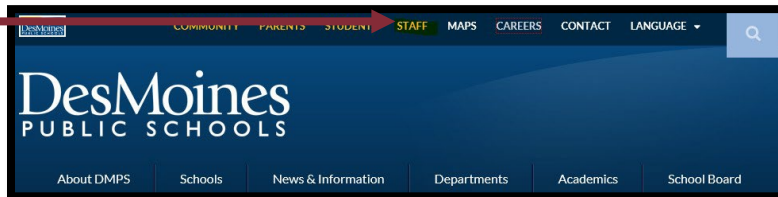
Employee Online provides an employee with access to:

- Obtain current employee information on the Message Page
- View paystubs
- Review current and historical job information
- View and make changes to Federal W-4 and State W-4 information
- View and make changes to direct deposit
- Enter a change of address
- Obtain a copy of current or historical W-2's
- Update emergency contact information

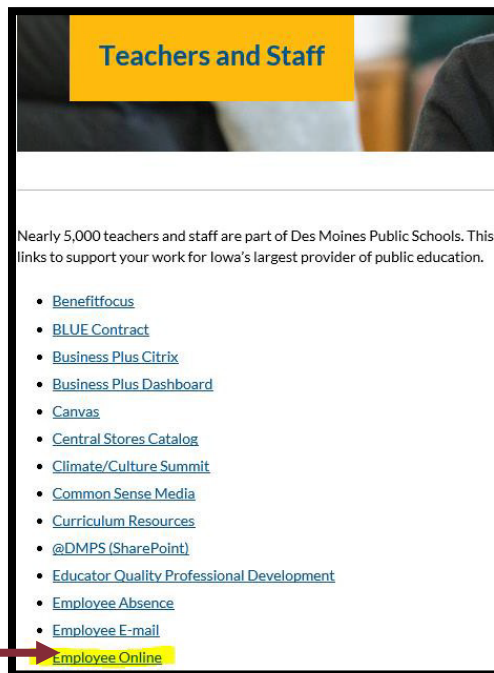
ACCESSING EMPLOYEE ONLINE

There are several ways an employee can access their Employee Online portal, including:

- Method 1: Direct web link: <https://dmp-eo.businessplus.powerschool.com/employeeonline>
- Method 2: Through the District website <https://www.dmschools.org>
 - Click on the **Staff** link at the top of the page



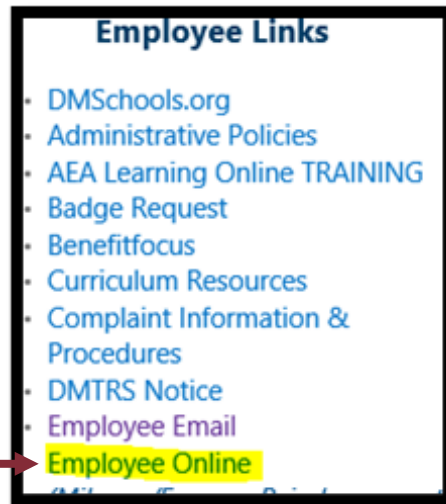
- Under Teachers and Staff, click **Employee Online**



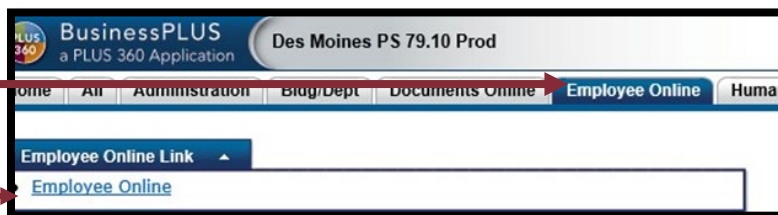
- Method 3: Through @DMPS (Sharepoint): <https://livedmpsk12ia.sharepoint.com>
 - Under the Resource Center, click **Staff Links**



- Under Employee Links, click **Employee Online**

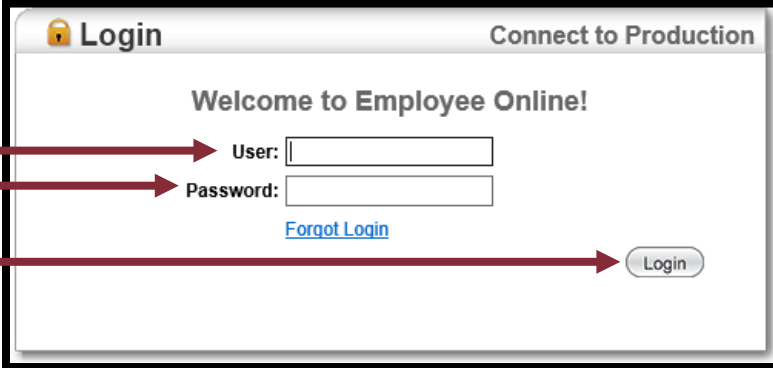


- Method 4: Through BusinessPlus (Dashboard): <https://dmp-bplusfarm.businessplus.powerschool.com/screens/ui/login>



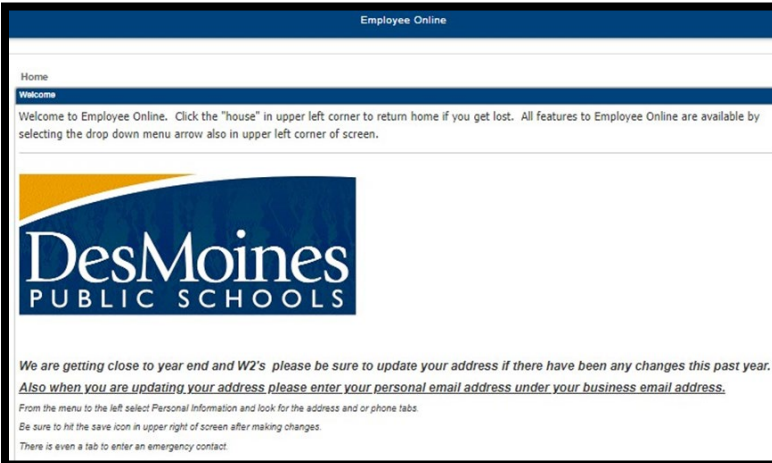
LOGGING IN

- To log in, enter
 - User:
 - Your six-digit Employee ID #
 - Password:
 - The first time you log it, it will be your social security number
 - The system will prompt you to change your password
 - Click the Log in button



The screenshot shows a login window titled "Login" with a lock icon and "Connect to Production" in the top right. The main heading is "Welcome to Employee Online!". Below this are two input fields: "User:" and "Password:". A blue link "Forgot Login" is positioned below the password field. A "Login" button is located at the bottom right. Three red arrows point from the left towards the User field, Password field, and the Login button.

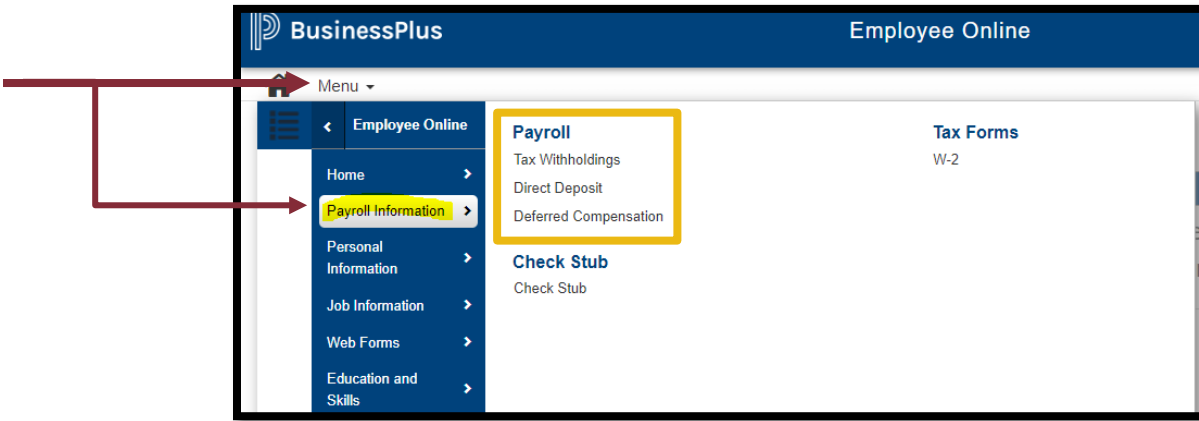
- The Welcome page changes periodically to reflect important information and upcoming dates




The screenshot shows the "Employee Online" welcome page. At the top, there is a "Home" link. Below it is a "Welcome" section with a message: "Welcome to Employee Online. Click the 'house' in upper left corner to return home if you get lost. All features to Employee Online are available by selecting the drop down menu arrow also in upper left corner of screen." The Des Moines Public Schools logo is prominently displayed in the center. At the bottom, there is a notice: "We are getting close to year end and W2's please be sure to update your address if there have been any changes this past year. Also when you are updating your address please enter your personal email address under your business email address." Below this notice are three lines of smaller text: "From the menu to the left select Personal Information and look for the address and or phone tabs.", "Be sure to hit the save icon in upper right of screen after making changes.", and "There is even a tab to enter an emergency contact."

PAYROLL PPTIONS


- To access Payroll options, click Menu → Click Payroll Information → Click any of the available options



TAX WITHHOLDINGS

- Federal Tax Withholding
 - There are several modifications you may elect to make at any time on your Federal Tax Withholdings, outlined below
 - Filing status is required; all other elections are optional
 - Hit the save icon () at the top of the screen before exiting
 - 1(c) Filing Status
 - Choose your filing status from the drop down NOTE: If you select an exempt filing status, no taxes will be withheld. The Federal government requires you to update this every tax year
 - 2(c) Jobs Total
 - If you have two jobs, you may select the box
 - 3 Dependent Amount Total
 - Multiply the number of qualifying dependents under the age of 17 by \$2,000
 - 4(a) Other Income
 - If you want tax withheld for other income you expect that won't have withholdings, enter the amount of other income. This may include interest, dividends, and retirement income
 - 4(b) Extra Deductions
 - If you expect to claim deductions other than the standard deduction and want to reduce your withholding, reference the worksheet on page 3 2022 Form W-4 (irs.gov)
 - 4(c) Extra Withholdings
 - Enter any additional tax you want withheld each pay period
 - Extra Withholding End Date
 - End date can be any point in time you would like these updates to go through.
 - If you do not wish to have an end date, please use 12/31/2050

Federal Tax Withholding	
1(c) Filing Status *	NOT SELECTED/INACTIVE
Record Status	A
Complete the following steps ONLY if they apply to you.	
2(c) 2 Jobs Total	<input type="checkbox"/>
3 Dependent Amount Total	\$0.00
4(a) Other Income	\$0.00
4(b) Deductions	\$0.00
4(c) Extra Withholding	\$0.00
Extra Withholding End Date	12/31/2050

- State Tax Withholding
 - There are several modifications you may elect to make at any time on you Federal Tax Withholdings, outlined below
 - Filing status is required; all other elections are optional
 - Hit the save icon () at the top of the screen before exiting
 - Filing Status
 - Exemptions
 - Extra Withholding
 - Enter any additional tax you want withheld each pay period
 - Extra Withholding End Date
 - End date can be any point in time you would like these updates to go through.
 - If you do not wish to have an end date, please use 12/31/2050

DIRECT DEPOSIT

- To inactivate a current direct deposit,
 - Click the triangle for the [ACTIVE] deposit → Select the plus sign in the lower left-hand section
 - This will produce a trash icon → Click to inactivate

- To add a primary account
 - Click the triangle for the [PENDING APPROVAL] (NET)
 - Complete all the required information marked with a red asterisk the new financial information
 - Bank: Type at least three letters and selections will pop up from which you can select
 - Account Number: Click the Pencil → Enter account number, using the check image as a reference
 - Account Type: Select Checking or Savings from the drop-down
 - Amount Type: Select NET or AMOUNT from the drop-down
 - NET is the remainder of the check amount, if only one bank deposit is listed, the entirety of the check will be deposited into that account. You can only have one NET account
 - Click save icon at the top right section

The screenshot shows the 'Direct Deposit' form with a [PENDING APPROVAL] (NET) account selected. The form fields are: Bank (with a dropdown menu), Account Number (with a pencil icon), Account Type (with a dropdown menu), and Amount Type (with a dropdown menu set to NET). To the right, a check image is shown with annotations for 'BANK NUMBER' and 'ACCOUNT NUMBER'. A red arrow points to the save icon at the top right.

- Each employee can have their direct deposit split between ## number of accounts
- To add an additional account:
 - Click the plus button beneath the current [ACTIVE] account

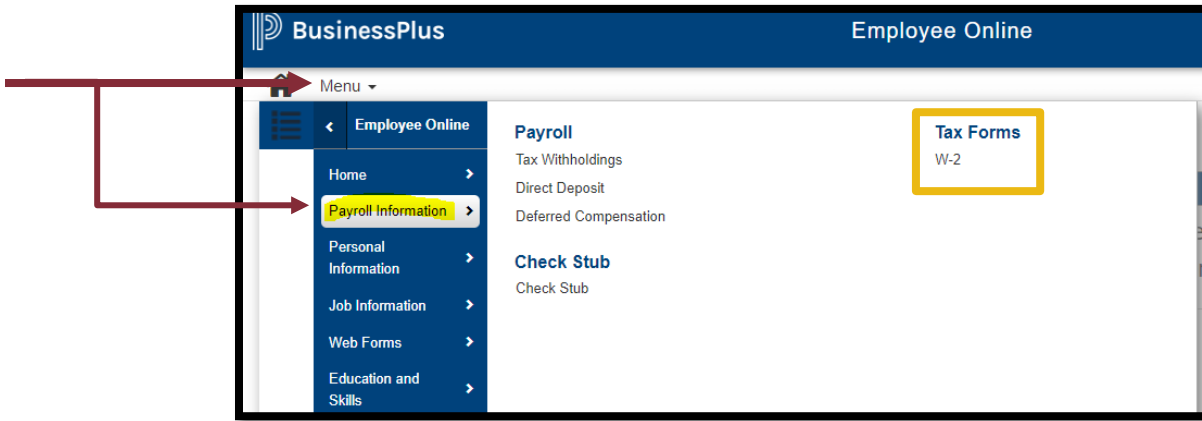
The screenshot shows the 'Direct Deposit' form with an [ACTIVE] account selected. A red arrow points to the plus button at the bottom right of the account entry.

- Complete all the required information marked with a red asterisk the new financial information
 - Bank: Type at least three letters and selections will pop up from which you can select
 - Account Number: Click the Pencil → Enter account number, using the check image as a reference
 - Account Type: Select Checking or Savings from the drop-down
 - Amount Type: Select AMOUNT from the drop-down
 - Enter the amount you would like deposited into the secondary account(s)
 - The remainder of the deposit will be deposited into the NET account
- Click save icon at the top right section

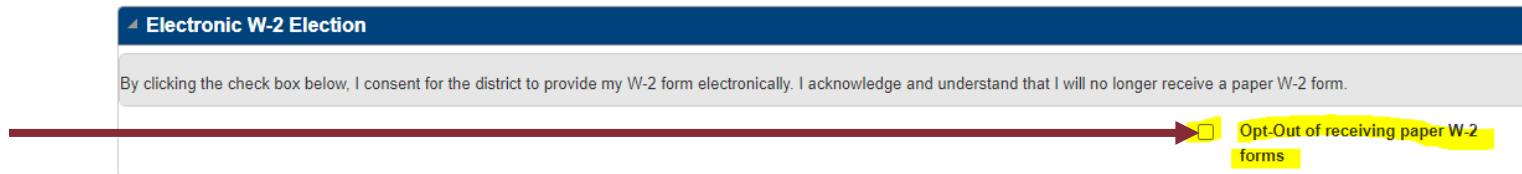
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TAX FORMS

- To access Tax Forms, click Menu → Click Payroll Information → Click W-2

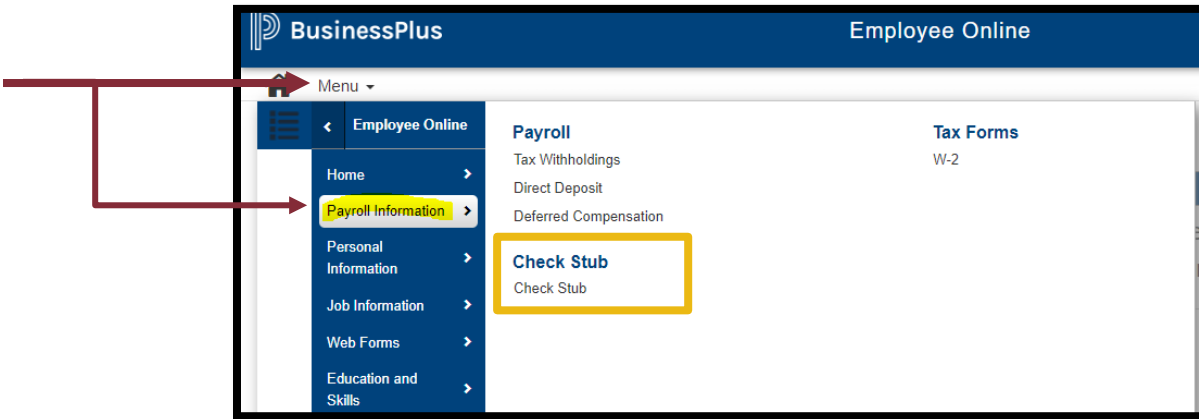


- You can elect to opt out of receiving a paper W-2 in the mail
- You can download current year and previous W-2 forms



CHECK STUB

- To access Payroll options, click Menu → Click Payroll Information → Click Check Stub



- Check stubs are available to view, download, and print after the pay period has been processed
- Employees are encouraged to view their check stub each pay period
- Click on the blue check number to view the check stub

Check Stub	
Check Stub	
Check Date	Check Number
03/15/2022	1871885
02/28/2022	1868885
02/15/2022	1861507
01/31/2022	1856275
01/14/2022	1850189
12/30/2021	1845006
12/15/2021	1839812
11/30/2021	1834635
11/15/2021	1829437
10/29/2021	1824241
10/15/2021	1819012
09/30/2021	1813831
09/15/2021	1808851
08/31/2021	1806908

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