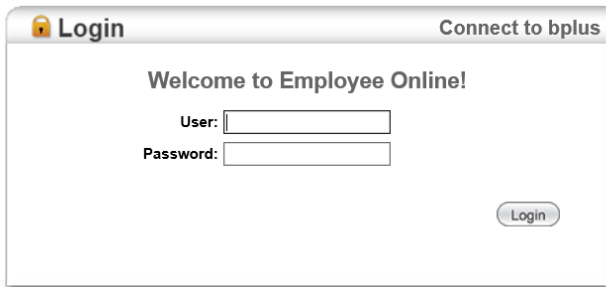


Accessing Snow Make up Hours in Employee Online

Open the Internet Explorer web browser from the desktop and START ON THE DISTRICT WEB PAGE

1. Hover over the **Employees** link at the top of the page
2. Click on **Employee Online** from the list
3. **Login** to Employee Online using your district username and password
4. Once logged into Employee Online click on the **MENU** drop down on the top left of the page /Click on **Payroll Information**, then click on **Leave Tracking** and Leave Tracking Screen will open.
5. Select **SNOW BALANCE** for leave type and click on **Submit**. You will then see Current Balance of snow makeup hours.



Login Connect to bplus

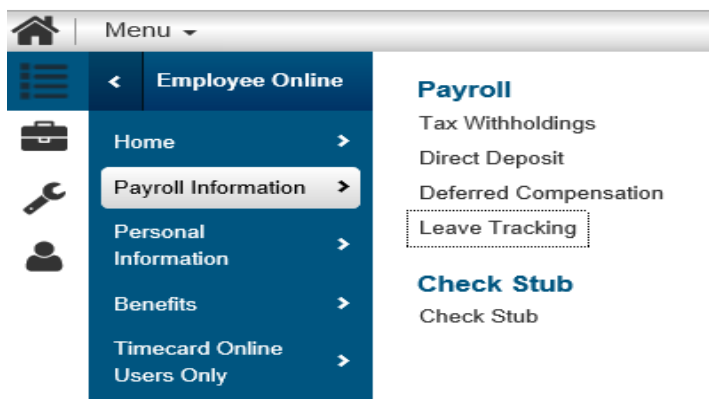
Welcome to Employee Online!

User:

Password:

Login

 Celebrating academics, diversity and innovation. Emp



Menu

Employee Online

Home

Payroll Information

Personal Information

Benefits

Timecard Online

Users Only

Payroll

Tax Withholdings

Direct Deposit

Deferred Compensation

Leave Tracking

Check Stub

Check Stub

Leave Type:

Years of Detail:

 Submit