

## STAFF PORTAL

### HOME PAGE

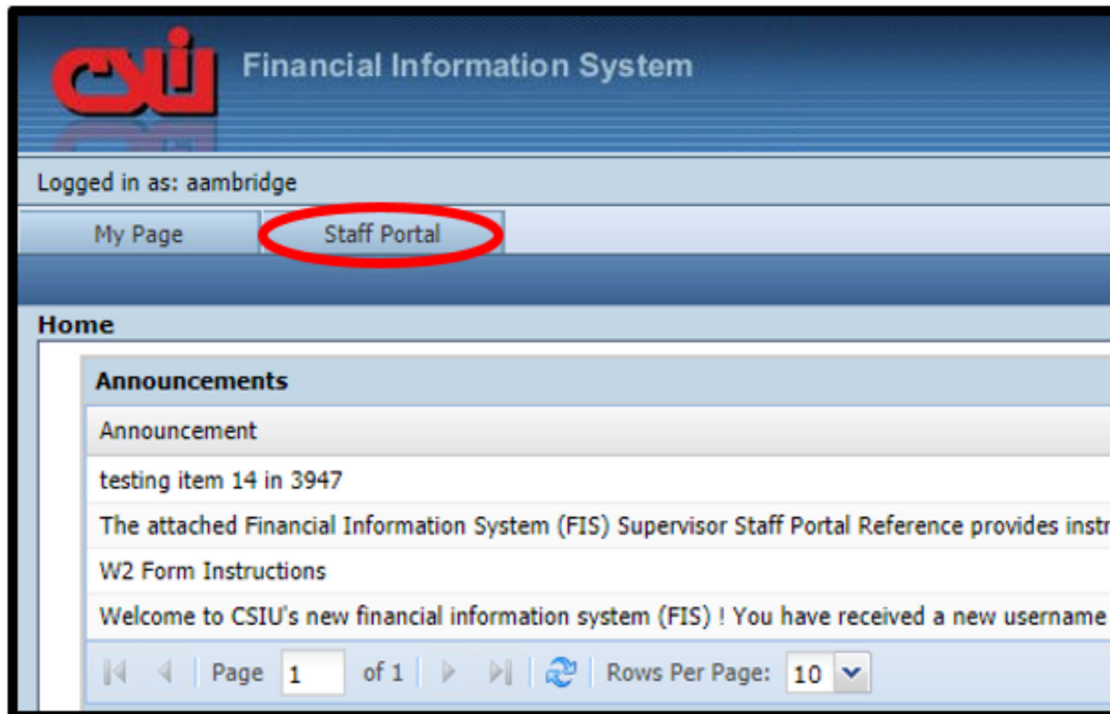
The Home page of the CSIU Staff Portal gives you access to the:

- Staff Portal – where you can access personnel and payroll information, W2 forms, and salary and benefit information.
- My Page – where you can change your password, change your security question and answer, and edit additional preferences.

### STAFF PORTAL

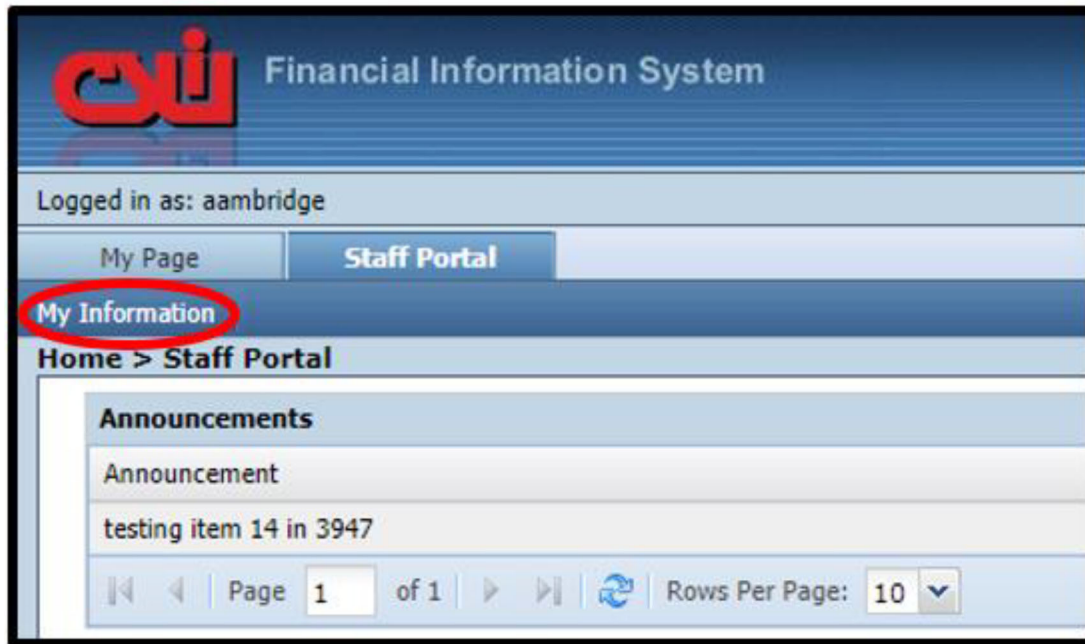
To navigate to the Staff Portal, do the following:

1. Click the **Staff Portal** link, which is located in the upper left of the page next to **My Page**.



2. Click the **My Information** tab, to access your information.

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After you click the **My Information** tab, you will see additional menu options and by default your My Information screen that contains your Demographic, Contact Information, Direct Deposit, Deductions, Taxes, Insurance, Clearances, and Outstanding requests display based on the options that have been enabled for you to view. You can click on any of the tabs to view your related information.

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The screenshot displays the Staff Portal interface for a user named Ann R Ambridge. The page is titled "Financial Information System" and "CENTRAL SUSQUEHANNA INTERMEDIATE UNIT". The user is logged in as "aambridge". The "My Information" tab is selected, showing a sidebar with options like "My Information", "Pay Calculator", "Pay History", "My Absences", "Salary Wage Information", "Timesheet Information", and "Course Activity Information". The main content area is divided into several tabs: "Demographics", "Contact Information", "Direct Deposit", "Deductions", "Taxes", "Insurances", "Clearances", and "Outstanding Requests". The "Demographics" tab is active, displaying the following information:

Demographics	Contact Information	Direct Deposit	Deductions	Taxes	Insurances	Clearances	Outstanding Requests
Name: Ann R Ambridge	Staff Status: Active	ID: 6					
Last: Ambridge	First: Ann	<a href="#">Edit</a>					
Middle: R	Prefix:						
	Suffix:						
Address 1: 467 WYMOING AVE	Address 2:	<a href="#">Edit</a>					
City: SUNBURY	State: Pennsylvania						
ZIP: 17801	ZIP+4:						
Birth Date: 8/1/1945	Gender: Female	<a href="#">Edit</a>					
Marital Status: Married	Maiden Name: Moore	<a href="#">Edit</a>					
Email Address: msmith@mail.csiu.org		<a href="#">Edit</a>					
Ethnicity: Non-Hispanic	Race: White	<a href="#">Edit</a>					

The **My Information** tab gives you access to the following information based on the options that your system admin has set up for you:

### My Information

Allows you to view and possibly request changes to your basic HR/Payroll information. Please note that add and edit buttons may be available for you to add information or request changes. For example, you may want to update your phone number or edit your emergency contacts. All Adds and Edits go through Payroll for approval before they take effect and can be viewed on staff portal pages.

### Pay Calculator

Allows you to update your Federal withholding information or deductions to allow you to calculate a pay to see the Net Pay results. Please note that this will NOT calculate an actual Pay Check.

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### **Pay History**

Allows you to access, print, or view historical Payroll information and W2 information (when available).

### **My Absences**

Allows you to access your absences that have already occurred. Please note, to request leave or view future leave, you will still need to utilize AESOP.

### **Salary Wage Information**

Allows you to view your wage information from a schedule. You can also view your Salary/Wage and Benefit letter.

### **Timesheet Information**

Allows you to enter your hours or days worked for a specific pay period if you need to submit a timesheet for payment. More information will be provided on this separately.