



Date: August 19, 2019
To: Hood River County School District Employees
From: Sandra Buchanan, Chief Financial Officer
Re: Employee Access Center

The Employee Access Center (EAC) is available to all employees of Hood River County School District. The EAC is your secure website connection to personal information in the eFinancePlus system which is used by Business Services and Human Resources for payroll, personnel and reporting purposes. **The EAC is your point of access to your monthly payroll voucher or payroll check stubs and annual IRS Forms W-2 and/or 1095-C.**

You may access the EAC to view your personal information, historical payroll vouchers or check stubs, prior years' IRS W-2 forms and the new IRS Form 1095-C. Vouchers are posted by pay day for each month. I encourage you to read further to learn more about how to access and explore the secure website.

Benefits to You

The Employee Access Center is the secure website for you to:

- update your personal demographic information and race/ethnicity data
- view and print your monthly payroll vouchers and check stubs
- view the prior year's salary and benefits information
- view your leave calendar
- view and print your annual IRS W-2 form
- view and print your annual IRS 1095-C form
- view your current withholding tax information
- link to the IRS form, W-4 Employee's Withholding Allowance Certificate, to complete when you want to change your payroll tax withholding allowances
- view your payroll deductions and benefits
- use a "What if" paycheck calculator

Excellence. Every student. Every day.

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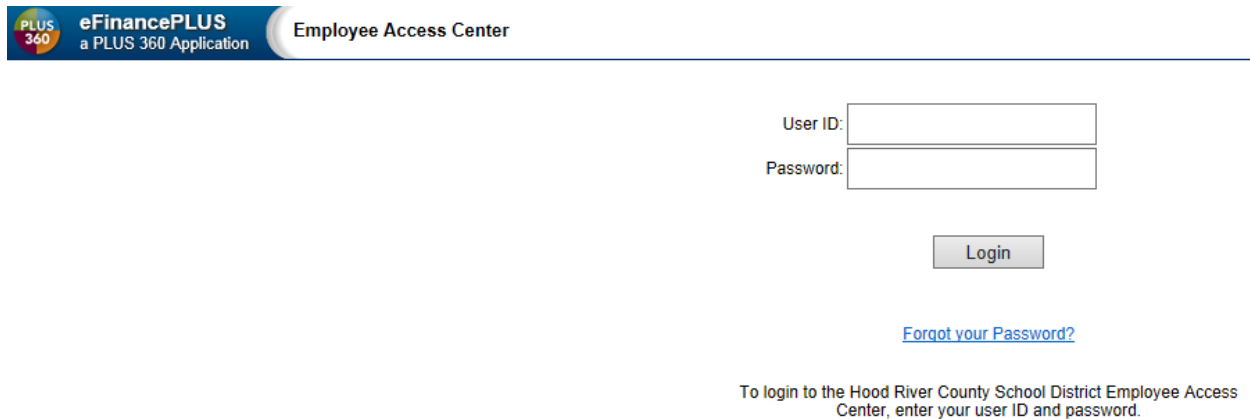


Employee Access Center

Get Started

To get started, go to the [Employee Access Center](#) secure website and bookmark it for future use. A shortcut is also available on the District's homepage at www.hoodriver.k12.or.us.

The following screenshot shows you the correct login page to the District's Employee Access Center.



PLUS 360 eFinancePLUS a PLUS 360 Application Employee Access Center

User ID:

Password:

Login

[Forgot your Password?](#)

To login to the Hood River County School District Employee Access Center, enter your user ID and password.

Your user ID is your **employee ID number** which is located on your payroll voucher or check stub. If you can't locate your employee ID number, please check with your school secretary, Human Resources or Business Services.

Your initial password for security purposes is the **last four digits of your social security number**. You are encouraged to change your password after logging in.

Update your Demographic Information

Step 1. The Human Resources and Business Services departments request that you review and update your personal contact information. After logging in to the EAC, you will land on the demographic information page. If you need to update your contact information, select the "Update" button in the information section to make your changes, then select the "Save" button to submit your changes. For address changes, please contact Human Resources.

Step 2. The Human Resources department requests that you update your race and ethnicity information so the District can comply with federal reporting requirements. To update your race and ethnicity information, select the "Update" button, make your changes, and select "Save".

Change Password

To change your password, locate the menu bar on the upper right of the screen beside your name and select the down arrow then choose “Preferences”. If you forget your password, look for the “Forgot Your Password” link on the login page.



Explore the Site

A menu of Employee Tasks is shown on the left side of the screen with links to each of the following sections. Feel free to explore the site to learn what information is available to you.

- Demographic Information – View and update your personal contact information and race/ethnicity data.
- Additional Information – For licensed educators and administrators, this section includes your education credentials and may include your certifications.
- Payroll Checks – View or print your payroll check vouchers by selecting a check/voucher number.
- Salary and Benefits – View a historical salary and benefits statement for the prior year in both amounts and a pie chart.
- Leave Information – View a leave calendar associated with your position and your available leave.
- Print W-2s – View or print your personal IRS W-2 forms.
- Print 1095-Cs – View or print your personal IRS 1095-C forms.
- Tax Information – View or update your personal withholding allowances by completing a new IRS W-4 form and sending the signed original to the Business Services department.
- Deductions and Benefits – View the payroll deduction or benefit associated with your pay.
- “What If” Paycheck Calculator – Use the tool to calculate net pay as a result of making changes to pay, tax withholdings or deductions.

Logout

To log out of the Employee Access Center, select the lock image on the upper right menu bar. It’s important to log out of the program and close the browser, especially if you are using a public or shared computer!

