MEMORANDUM

Employee Online

One of the Office of Human Resources objectives is to provide employees with tools that allow for access to their information and allow for efficient communication to the District. All employees have the ability to view their employment information, including check stubs via **Employee Online**.

Employee Online is a web-based system designed to give you access to your employment records. In many instances, you will also have the capacity to modify, correct or otherwise update your records. The interactive nature of **Employee Online** means that in most situations you have better access to and greater input to your employee records.

To log in to Employee Online, open a web browser and enter the following address in the address bar: **www.kusd.edu/eo** (the link is also on the KUSD's Staff Connect page). Then press **Enter**. You can access this site from any computer that has Internet access.

Employee Online is password protected. To log in, please use the following:

IFAS User:	**Employee ID number**
IFAS Password:	**Social Security Number (without dashes)**

Employee ID numbers can be obtained by contacting the Office of Human Resources at (262)359-6333. Once you log in to the system, you will be asked to change the default password for security reasons.

If you receive an error message stating '*Unable to locate login*', please call the Help Desk at (262)359-7700.