



## Employee Online – Information at your fingertips

If you haven't had a chance to check out our web-based Employee Online system we encourage you to log on and take a look around! Employee Online (EO) is accessible from both your home and work computer. *Access to EO is optimal when using Internet Explorer however it will work with other browsers.*

You may access a variety of information and records\* such as: paycheck stubs, employee benefits, job history and much more. You can also access commonly used forms such as a personal information change form, transfer request, and extra hours timesheet.

**How do I access EO?** Visit the district website at <http://thompsonschoools.org>



Select Resources, Staff and click on Employee Online.

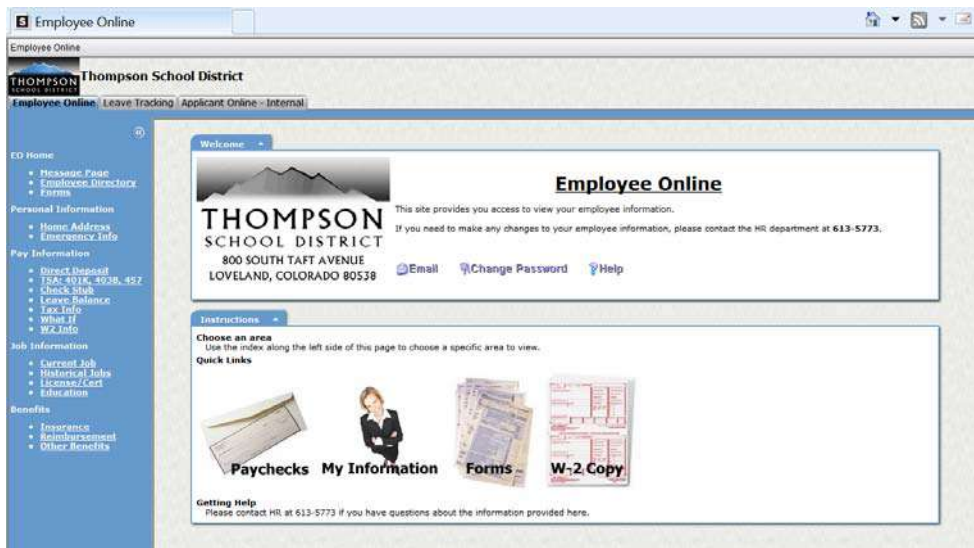


Click on link at the bottom of the page or the link on the right.

Type in your user name (this is your 6 digit Employee ID number) and password. Your initial password is your social security number. You will then be prompted to create a new one.



**What if I forgot my Employee ID (EID)?** Your EID number is printed on your paycheck/eft statements and your contract/notice of assignment.



Click on the links in the left menu to access EO Home, Personal Information, Pay Information, Job Information and Benefits.

If you have problems accessing EO please contact the Human Resources Department at 613-5773.

*\*Please note: Since the software was implemented in 2009-2010 school year historical records prior to July 1, 2009 will not be accessible.*