

Dear Substitute Teachers,

St. Johns County School District (SJCS D) offers Direct Deposit for Substitute Teachers. If a Substitute Teacher wishes to have their semi-monthly check deposited into their bank account, you will need to establish a SUNGARD BUSINESS PLUS login. If you have not taken advantage of this, please do so now. With access to SunGard BusinessPlus, the Substitute Teacher can view their payment deposit advice, W2, and other information. You may also change your address, bank account information, and W4 tax withholding status. We highly recommend you provide your EMERGENCY CONTACT INFORMATION in case you have a medical emergency occur while substitute teaching. This is important since you may work at many locations.

Please follow the directions below:

Go to the St Johns County home page - [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) You must be using the St. Johns County school district facility network. You cannot access this from home to establish password or reset.

At the bottom look for the 'Staff' section middle of page. In that section, click 'Password Reset Tool.' You will enter the SmartFindExpress number provided on your Welcome Aboard sheet listed as 'Access/User ID' in this format: E00#### -or- E0#####, depending on if your Smart find number is 4 or 5 digits or fewer in some cases. This is interchangeably referred to as your e-number, employee number, or USER ID. For example, if your SmartFindExpress number is 1111, your USER ID is E001111. If your SmartFindExpress number is 12345, your USER ID is E012345. It is always an "E" followed by 6 numbers – always – with leading zeroes holding the places to make for 6 numeric places.

Click NEXT. You will be presented with two challenge questions – the last 4 of your SSN and your birthdate. Be especially aware that the date format for your birthdate must leave off any leading zeroes. For instance, for April 7, 1970 one would enter 4/7/1970.

If the correct information was entered, you will then be able to choose a password. Study the password requirements, be mindful of the CAPS LOCK button – passwords \*are\* case-sensitive. Once you change the password by entering it twice, you will be able to log in to SunGard BusinessPlus using this USER ID and password.

Once you establish this login for SunGard Business Plus you can enter your direct deposit information. This link is also located on the bottom of the home page of the SJCS D website as 'SunGard BusinessPlus.' Keep in mind – this USER ID and password will be used for many SJCS D functions. Secure it - do not advertise it or leave it where others can gain access to it. Of note - SmartFindExpress is the only tool used by SJCS D that does not use the E-number and password you will choose here.

Once you are logged in SunGard BusinessPlus click the 'Employee Online' tab along the top, then select the 'Banking Information' link on left column to enter your bank information for direct deposit.

It is the Substitute Teacher's responsibility to maintain their password in a current status to allow accessibility to SunGard BusinessPlus. If you need assistance or are receiving an error, you may contact the Information Technology Help Desk at (904) 547-4357 - (547-HELP).

In addition, it is the responsibility of each Substitute Teacher to ensure that their banking account information is current and accurate at all times. If a deposit is returned to St. Johns County School District due to incorrect account number, closed account, or incorrect routing number, there will be a \$2.50 charge to obtain a manual check from the Payroll Department.

<https://bizplus.stjohns.k12.fl.us/ifas7/home/> Link for SunGard Business Plus after you set up your login above.