Guest Teacher Resource Guide

Last Modified 4/6/2023

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All SJCSD Employees are required to have a User ID, often referred to as their E- Number (E#) and password to access district applications and websites.

Initial Password Setup

Once the employee receives their E#, they will need to setup their password and Multifactor Authentication (MFA). **==Due to the security needed when setting up a password, the initial password must be set up using a district computer at any district location.==**

Users are encouraged to develop passwords that are derived from a meaningful phrase which may contain letters, numbers, special characters, or spaces.

Step 1 – Determine your password (before help desk appointment)

SJCSD Password Requirements

1. Must be a minimum of 14 characters in length and no longer than 60 characters.
2. Must include at least 3 of the following:
   a. Capitol Letter
   b. Lower Case letter
   c. Number
   d. Special characters (! #$%)
   e. Spaces
3. Passwords must be changed every 365 days

Step 2 – IT Help Desk Appointment

1. Contact the IT Help Desk at **547-HELP (4357)** to set up a time to create **password** and **MFA**.

***As an alternative Users may contact the TSS at the school they will be substituting for to set up their password and multifactor authentication.
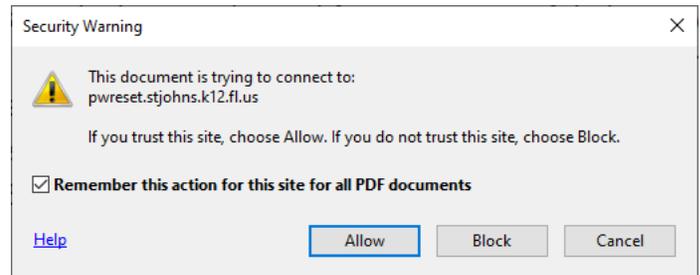
SJCSD Self-Service Password Reset Tool (SSPR)

The SJCSD Self-Service Password Reset Tool (SSPR) allows SJCSD employees to securely reset a forgotten or lost BusinessPLUS password from any connected device (Smartphone, computer, etc.) at any time. **This must be completed using an internet browser on a computer at district school building.**

Step 1 – Select the SSPR Reset Link
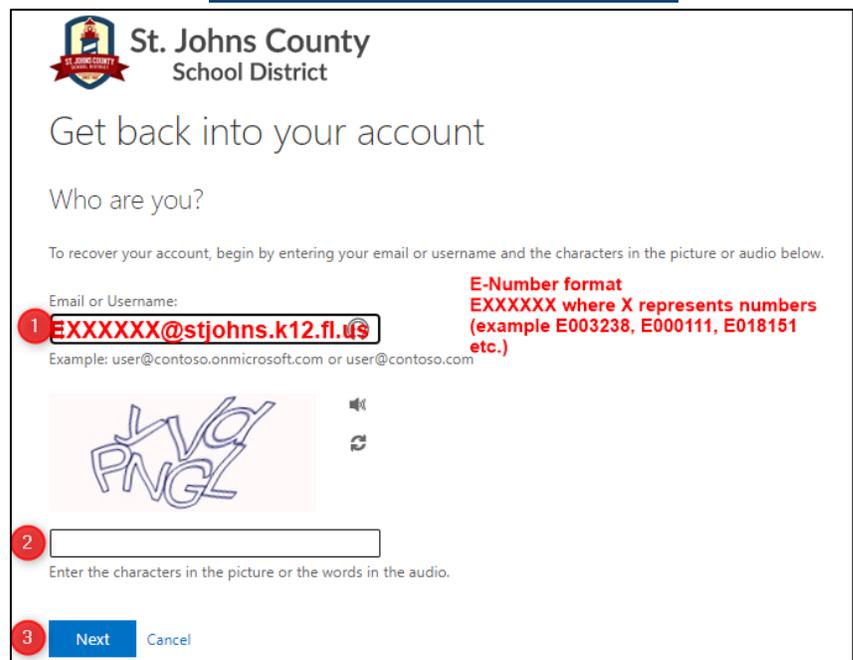
https://pwreset.stjohns.k12.fl.us

If selecting the link from within this document users may receive the follow pop-up message – select Allow

The following screens will be displayed

Security Warning ✕

⚠ This document is trying to connect to:
pwreset.stjohns.k12.fl.us

If you trust this site, choose Allow. If you do not trust this site, choose Block.

☑ Remember this action for this site for all PDF documents

Help   Allow   Block   Cancel

You will be automatically taken to the

District Self-Service
Password Reset Portal

hosted by **Microsoft**

in 1 seconds.

St. Johns County
School District

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

1. Enter your username =
   E-Number@stjohns.k12.fl.us
   EXXXXXX@stjohns.k12.fl.us

Email or Username:

① EXXXXXX@stjohns.k12.fl.us

**E-Number format
EXXXXXX where X represents numbers
(example E003238, E000111, E018151
etc.)**

Example: user@contoso.onmicrosoft.com or user@contoso.com

2. Enter the characters displayed

3. Click the Next button

JVQ PNGL

② [   ]

Enter the characters in the picture or the words in the audio.

③ Next   Cancel

For questions, please contact the SJCSD IT Help Desk at 904-547-HELP (4357) or the Technology Support Specialist (TSS) at users assigned school.

BusinessPLUS

BusinessPLUS is the application the SJCSD uses for managing employee information, budgets, payroll, benefits, etc. **Employee Online** is a self-service utility within the BusinessPLUS application that allows the employee to keep track of job-related information, such as home address, emergency contact information, pay information, job information and benefit information. This document provides a map for using Employee Online utility.

Employee Online

***Guest Teachers DO NOT complete a Timecard Online. Time or Hours are reported directly from completed job assignments in the Smartfind Absence System.
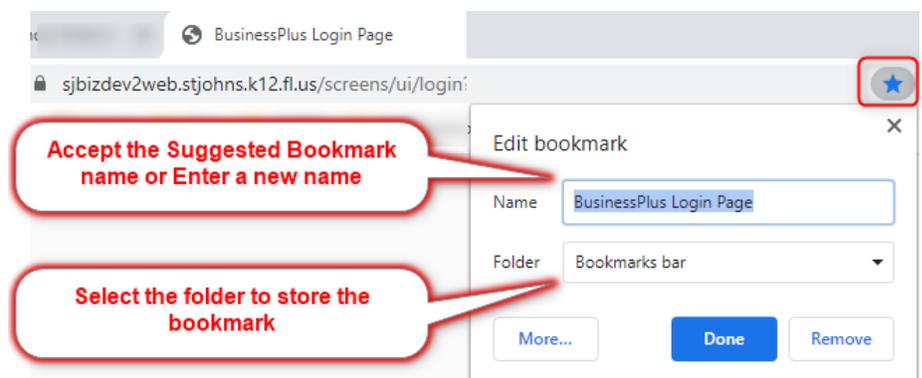
Logging In

1. Open **Chrome**. Click the following link to access BusinessPLUS: BusinessPLUS

The following log in screen will be displayed. The Username and Password are the same ones currently used to login.
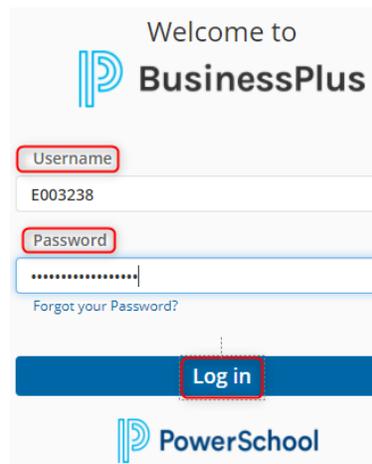
2. Select the **star** icon located on the right side of the address bar to save the link to your favorites.
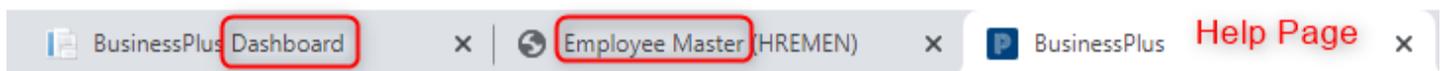
This users Dashboard is displayed.

SHEETS, DEBRA S.'s Personal Dashboard

SHEETS, DEBRA S.'s Personal Dashboard

==**IMPORTANT NOTE: EACH TIME A PAGE IS SELECTED A NEW TAB IS OPENED**==

BusinessPlus **Dashboard** × | **Employee Master** (HREMEN) × BusinessPlus Help Page ×

Users will need to remember to close all tabs when finished.

Page Navigation Icons

Selecting the **Logo** icon opens the user's Dashboard.

Selecting the **Menu** icon displays a list of the menu options based on the user's permissions.

Selecting the **Help** icon opens page related information in a new browser tab.

Selecting the **Magnifying Glass** icon opens the Search field.

Selecting the **User Initials** icon displays the User's Name and ID as well as the **Sign Out** icon.

Logging Out

Select the User Initials icon   then select **Sign Out**

SHEETS, DEBRA S.
E003238
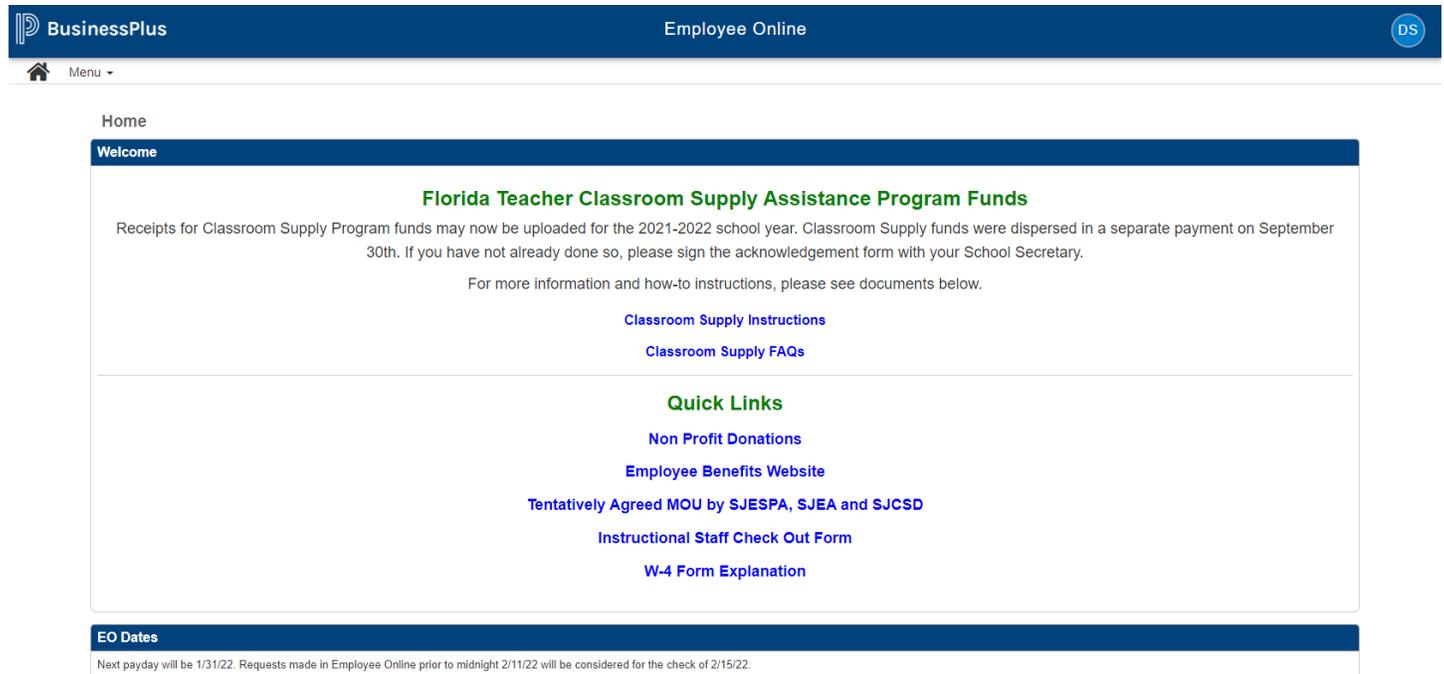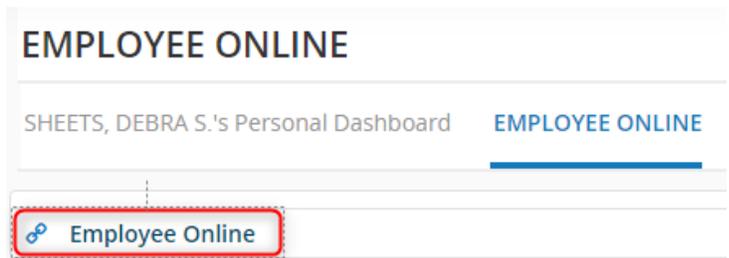
⚙ Change Password

➡ Sign Out

==Note: Remember to **Close ALL Open** tabs==

Accessing Employee Online

1. Once logged into BusinessPLUS, select the **Employee Online** tab of the dashboard.

2. Click on the Employee Online link.

A screen like the following will be displayed.

EMPLOYEE ONLINE

SHEETS, DEBRA S.'s Personal Dashboard　　**EMPLOYEE ONLINE**

🔗 Employee Online

Employee Online has multiple menu options. The following pages describes what information is contained within each section. All information will be selected from the **Menu** drop down.
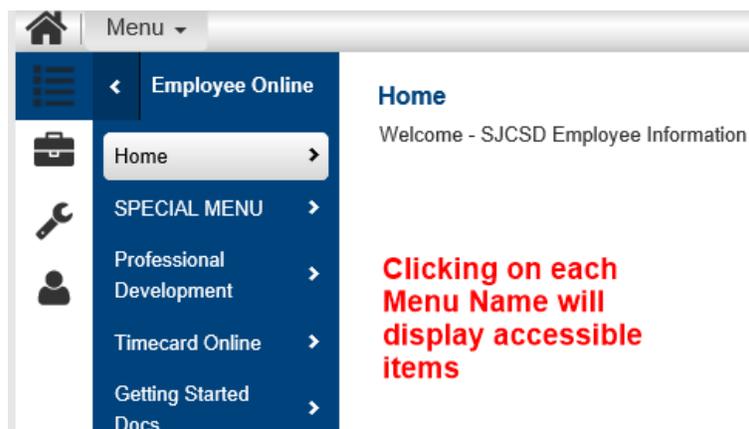
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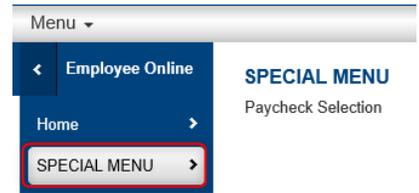
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Home Icon

The home icon returns the user to the Home – Welcome page.

SPECIAL MENU

The Special Menu allows the employee to update their Paycheck Selection.

Getting Started Docs

Currently the Getting Started Docs contains the following documentation:
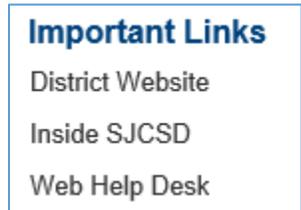
- Timecard Instructions
- Leave Request User
- Leave Request Supervisor Guide

Important Links

The **Important Links** section contains links to the District Website, Inside SJCSD, and Web Help Desk.

Personal Information

The **Personal Information** section is where the user can update **Home Address**, **Phone Numbers** and **Ethnicity and Race**

Employee
- Personal Information
- Emergency Contacts
- Family Information

Personal Information

Employee Name		
Employee ID	E003238	Social Security Number

- ▶ Address
- ▶ Phone Numbers
- ▶ Additional Dates
- ▶ Ethnicity and Race

Home Address

1. Select the **Address** dropdown.
2. Update Address information as needed. Don't

Address   Update Address as needed.

Address Line 1 *	
Address Line 2	Make sure to update address for Dependents as well ADDRESS LINE 2
City	SAINT AUGUSTINE State Florida
Zip Code *	32084 - Zip Ext
Email	
Personal Email	

forget to update Dependent addresses as well.

> **Dear staff:** Please update your phone numbers and types so that we can contact you or your family in case of emergency or as needed for general messages. Use Cell Phone 1 as your main contact number. Cell Phone 2 and 3 as alternate cell phone numbers (spouse or relative). Use home if you have a landline. Use work to list your office phone number. Use Other Phone to list other family members or relatives. Primary phone and fax numbers are used for other functions within SunGard
>
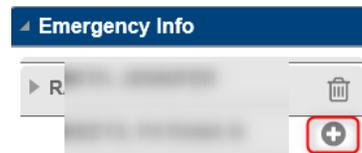> * The first 4 numbers in this list are used for our SchoolMessenger notification system.

Select the Save icon in the lower right corner of the screen when finished.

Emergency Info

1. Click on the **Emergency Info** drop down menu.

2. To **Add** an Emergency Contact select the ⊕ icon.

3. To **Delete** an Emergency Contact select the Garbage can then click on the Save icon 💾

Family Info

The Family Info section allows the user to add/delete family members. A screen like the following will be displayed.

NOTES FOR ADDING FAMILY MEMBERS: Enter the name as follows in all **CAPITOL LETTERS**: **LAST NAME, FIRST NAME MIDDLE**

*SSN must be entered for all family members (exception is for newborn infants).

Adding a Family Member

1. Select the **+** ⊕ icon in the lower right corner.
2. Enter the following information
    I.   Enter Dependent Name
    II.   Relationship
    III.   Date of Birth
    IV.   Social Security Number
    V.   Gender
    VI.   Address
    VII.   Phone and Insurance information is optional
3. Click the **Save** icon when finished.

Deleting a Family Member

1. Select the **Garbage** can link for the family member to be deleted.
2. Click on the **Save** icon.

NOTE: Deleting a family member does not remove them from any benefit plans they are enrolled in. Please contact the benefits for any questions.

Banking Information

The Banking Information section allows the update their Tax Withholdings and Direct Deposit.

After you establish your password and register for the SJCSD Self-service Password Reset Tool you can log into BusinessPLUS (link below) to enter your direct deposit information.

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

Keep in mind – The UserID and password you set for BusinessPLUS will be used for many SJCSD functions. **Secure it** and do not advertise it or leave it where others can gain access to it.

In addition, it is the responsibility of each Guest Teacher to ensure that their banking account information 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.

Direct Deposit

1. Click the Direct Deposit drop down to display current banking information.
2. Click the ⊕ icon to add a banking information.
3. Select the **Save** icon when finished.

Tax info

This section allows the user to their Federal **Tax Withholding**

Acceptable Procedure

Use (AUP)

Each year all SJCSD employees are required to follow the Acceptable Use Procedures (AUP) Management Directive 5.01 (found on the *Inside SJCSD* website for employees). Beginning July 1, 2020, the process for completing the AUP will be digital.
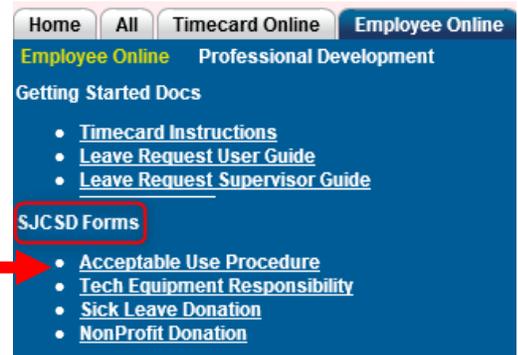
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Following are the directions for completing the **AUP**.

1. Log into **BusinessPLUS** and navigate to the **Employee Online** tab.

2. Under the **Employee Online** menu section on the left side of the screen users will see a section labeled **SJCSD Forms**

3. Click on the **Acceptable Use Procedure link**.

   The following screen will be displayed.

Employee Acceptable Use Procedures Agreement Form and Bring Your Own Device (BYOD) Form

I have read and agree to follow the St. Johns County School District's Acceptable Use Policy (Rule 6.83) and the supplemental procedures contained herein (Management Directive 5.01).

- **Employee Name:** DEBRA SHEETS
- **Employee ID:** E003238
- **School or Department:** 9751 - INFORMATION TECHNOLOGY

The Employee Name, Employee ID, and School or Department will be pre-populated with the employees information.

☐ Electronic Consent

(Optional) Employee Bring Your Own Device (BYOD) (Required for employees to operate personally owned technology devices in Schools/Dept's)

As an employee, I wish to bring my personal electronic device(s) to School or on District premises. I understand that responsibility for the care and use of this device belongs solely to me.

- **BYOD Device One*:** Enter the Make and Model

  *(Computer or mobile device make/model that can access the District network. Excludes: Smartphones/cell phones)

- **BYOD Device Two*:** Enter the Make and Model

  *(Computer or mobile device make/model that can access the District network. Excludes: Smartphones/cell phones)

☐ Electronic Consent

Request Status:

[Submit]

4. Place a check in the **Electronic Consent box.**

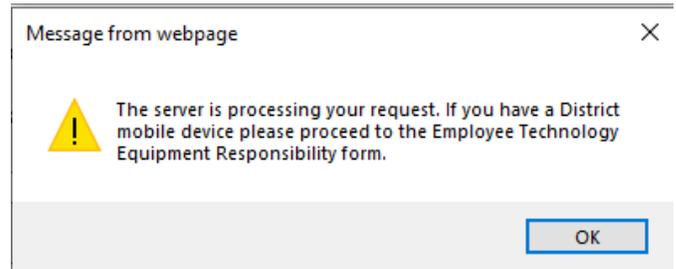   - **School or Department:** 9751 - INFORMATION TECHNOLOGY

   ☑ Electronic Consent

5. If Applicable, complete the **Employee Bring Your Own Device (BYOD)** section including placing a check in the **Electronic Consent** box.

6. Click on the **Submit** button. NOTE: The **submit** button will not be enabled unless the **Electronic Consent** box is checked in the first section.

7. Click Ok when the following message is displayed.

Message from webpage ✕

⚠️ The server is processing your request. If you have a District mobile device please proceed to the Employee Technology Equipment Responsibility form.

OK

A screen like the following will be displayed indicating that the AUP form has been submitted.

Employee Acceptable Use Procedures Agreement Form and Bring Your Own Device (BYOD) Form

Employee AUP Submission Information

ID	SUBMITTED	FISCAL YEAR
E003238	7/2/2020 9:18:37 AM	2020-21

Your AUP has been submitted for the current fiscal year. If you have not submitted the Employee Technology Equipment Responsibility form please click the link below.

Employee Technology Equipment Responsibility Form

Once the AUP has been submitted, employees will receive an email confirming submission of the electronically signed AUP.

Acceptable Use Procedures Agreement for DEBRA SHEETS - E003238

B BPPROD@stjohns.k12.fl.us
To ● Deb Sheets

↩ Reply ↩ Reply All → Forward ⋯
Thu 7/2/2020 7:49 AM

You have agreed to the St. Johns County School District's Acceptable Use Policy and the supplemental procedures.

Name: DEBRA SHEETS

ID: E003238

School or Department: 9751 - INFORMATION TECHNOLOGY

No personal device was requested to bring to School or on District premises.

****This is an automatically generated email, please do not reply.****

Employee Online Additional Features

Employees may utilize many features with the Employee Online Module. Based on the user's security there will be several menu links available for reference. For example: Important Links, Personal Information, Pay Information, SJCSD Forms, Job Information, Benefit Summary (if applicable) and Open Enrollment (if applicable).

Following are some examples of **Employee Online** features that may be useful. Check Stub (Deposit Advice)

Check Stub (Deposit Advice) allows users to view and print direct deposit checks.

1. Select the Check Stub link. A screen like the following will be displayed.
2. Click on the Check Number link to view the check stub.

Check Stub

Check Date	Check Number
10/15/2021	1339866
09/30/2021	1334371
09/15/2021	1328408
08/31/2021	1322617

Tax forms

The Tax Forms sections allows user to consent to receiving their W-2 and 1095 C forms electronically, view directions for completing the W-2 form and look at prior W-2 and 1095-C documents.

Tax Forms

Electronic W2 and 1095-C Consent — **Click to Consent to Electronic Notification**

W-2 Filing Instructions — **Click to View Instructions**

W-2 — **Click to view current and prior year W-2 forms**

1095C — **Click to view current and prior year 1095-C forms**

Electronic Forms W-2 and 1095C Consent — DEBRA S. SHEETS — Help

We have received your consent for an electronic W-2 Wage and Tax Statement and 1095-C in lieu of paper format.

Consent may be withdrawn by sending an email or other written notice to the following:

St. Johns County School District
Attn: Payroll Department
40 Orange Street
St. Augustine, FL 32084
E-mail: w2consent@stjohns.k12.fl.us

If consent is withdrawn, it will only be effective for the W-2 Wage and Tax Statement and 1095-C not yet issued. Previously issued statements will still be available online. The provision of an employee's Form W-2 Wage and Tax Statement and 1095-C by electronic format will automatically cease upon the employee's termination of employment with St. Johns County School District.

☑ I CONSENT to receive an Electronic Form W-2 and 1095-C instead of a Paper Form W-2 and 1095-C.

W-2 Information

Electronic W-2 Election

St. Johns County School District is required by the IRS to furnish all employees with a form W-2 Wage and Tax Statement and 1095-C each calendar year to be used by the employee in completing their annual 1040, 1040A or 1040EZ US Individual Income Tax Return.

☑ Opt-Out of receiving paper W-2 forms

W-2

W-2 Instructions — **Click to view instructions**

W2 2020
W2 2019

1095-C Affordable Care Act (ACA) Information   💾

◢ Electronic 1095-C Affordable Care Act (ACA) Election

St. Johns County School District is required by the IRS to furnish all employees with a form W-2 Wage and Tax Statement and 1095-C each calendar year to be used by the employee in completing their annual 1040, 1040A or 1040EZ US Individual Income Tax Return.

☑ Opt-Out of receiving paper 1095-C Affordable Care Act (ACA) forms

1095-C Affordable Care Act (ACA)

1095-C (ACA) Electronic Consent Statement   **Click to view**

2020
2019

Setting up Direct Deposit in BusinessPLUS

After you establish your password and register for the SJCSD Self-service Password Reset Tool you can log into BusinessPLUS to enter your direct deposit information. Once you are logged in 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 Guest Teacher's responsibility to maintain their password in a current status to allow accessibility to BusinessPLUS. If you need assistance or are receiving an error, you may contact the Information Technology Help Desk at (904) 547-4357 - (547-HELP).