

Web Link Instructions

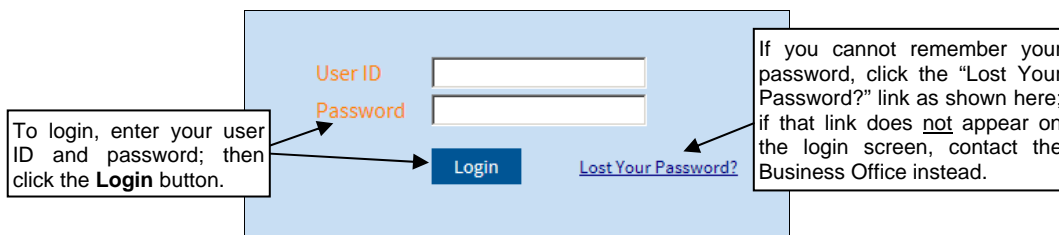
Ritenour School District

Logging In:

- Access Web Link on the Ritenour School District Staff website. Click the Web Link icon on the right side to access the Login screen.



- Enter your User ID and password; then click the **Login** button.
 - **User ID field:** Your user ID is your Employee ID; it is six digits. If you do not know your Employee ID, it is located on the upper portion of your paycheck stub. You can view your paycheck stub through Self-Service on the Ritenour School District Staff website. Example: 999999
 - **Password field:** Initially, your password will be the last 4 digits of your social security number. We recommend that you change your password after initially logging in by selecting the **Settings** menu, and then **Change Password**.



Updating Contact Information:

- In Web Link, select the **Employee Information** menu, **Personal Information**, and then **Contact Information**.
- On this screen, your personal contact information can be updated. Both address and phone numbers can be updated, as necessary.

Updating Emergency Contacts:

- In Web Link, select the **Employee Information** menu, **Personal Information**, and then **Emergency Contacts**.
- On this screen, your emergency contact information can be updated.

Updating Medical Information:

- In Web Link, select the **Employee Information** menu, **Personal Information**, and then **Medical Information**.
- On this screen, your medical information can be updated (Optional). Medical information such as allergies, blood type, and medical conditions can be added.

Viewing Direct Deposit Information:

- In Web Link, select the **Employee Information** menu, **Personal Information**, and then **Direct Deposit**.
- On this screen, you can view your current direct deposit information.

Viewing Federal W4 Information:

- In Web Link, select the **Employee Information** menu, **Personal Information**, and then **Federal W4**
- On this screen, you can view your current federal W4 information.

Viewing Check History Information:

- In Web Link, select the **Employee Information** menu, **Payroll and Compensation**, and then **Check History**.
- The posted checks and direct deposit stubs (excluding voided ones) appear on the screen.

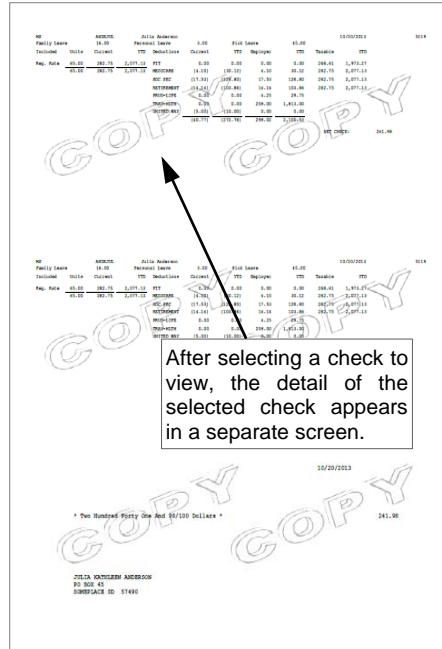
Check History



| Checks | | | |
|--------------|------------|----------|----------------------|
| Check Number | Check Date | Amount | |
| 103 | 10/20/2016 | 1,632.85 | View |
| 8 | 10/20/2016 | 0.00 | View |
| 1388 | 09/20/2016 | 1,632.85 | View |
| 17 | 09/01/2016 | 0.00 | View |
| 1359 | 08/20/2015 | 1,647.85 | View |
| 1324 | 07/20/2015 | 1,647.85 | View |
| 1 | 07/20/2015 | 1,647.85 | View |
| 1299 | 06/20/2016 | 1,647.85 | View |
| 1272 | 05/20/2016 | 1,647.85 | View |
| 1244 | 04/15/2016 | 1,647.85 | View |
| 1224 | 03/20/2016 | 1,647.85 | View |
| 1187 | 02/20/2016 | 1,647.85 | View |
| 1161 | 01/20/2016 | 1,647.85 | View |
| 1141 | 12/20/2015 | 1,647.85 | View |
| 1113 | 11/20/2015 | 1,647.85 | View |

19 items in 2 pages

Double-click the desired check to view, or click the **View** link.



- To view the detail information included on a check, or print a copy of a check, click the **View** link located to the right of the desired check, or double-click on the desired check.
- Complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**) to print a hard copy of the check. To save the report as a file, select the **File** menu and then **Save As**; when prompted, specify the name and location of the report file, and then click the **Save** button.

Miscellaneous Tips:

Search Tips:

- To sort the records in ascending or descending order by a particular field (column), click on the column heading (label) for the desired field; an up or down arrow will appear to the right of the field indicating the order of the records (ascending or descending).
- If all the available records do not appear on the search screen, advance to the page on which the desired record is included by clicking the **First Page**, **Previous Page**, **Next Page**, or **Last Page** button, or clicking the appropriate page number, or else click the **View All** button to view all the records.
- To narrow (or filter) the records that display on the search screen, change the filters as desired.

Miscellaneous Tips:

- When navigating in Web Link, use the **Tab** key or your mouse to move from field to field.
- You must have the web browser on your computer set to allow pop-up windows in order to use all functions in Web Link properly. The settings to allow pop-ups can be defined for just the web server used for Web Link if desired.
- A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to generating reports or viewing check history; if you do not have a PDF viewer, download Adobe® Reader by clicking the **Get**

Adobe® Reader button or going to <http://get.adobe.com/reader/> and following the instructions.

- When exiting Web Link, always click the **Log Out** option at the top of the screen to ensure your user ID does not get "locked" by the system (act as though you are still logged in).