



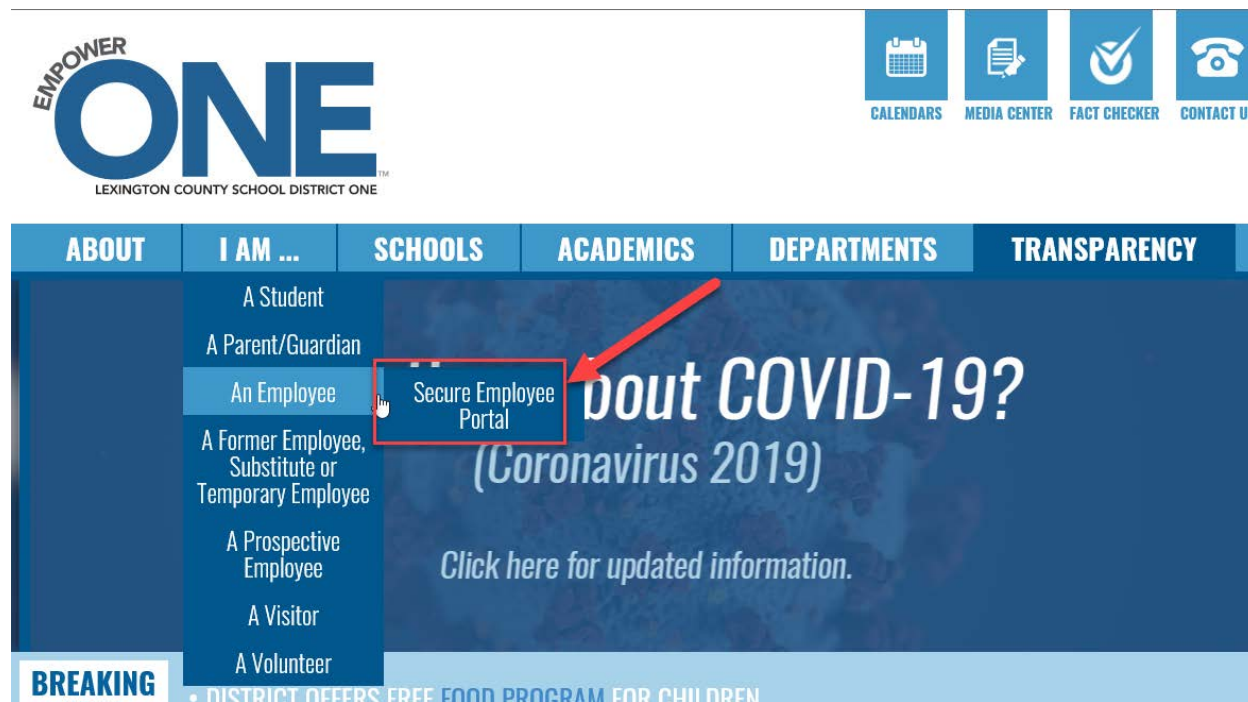
Employee Online Tutorial

Employee Online (EO) is a Web-based system that enables employees to easily access their employment records. Your access to EO is through Launchpad. At this time EO is view only. Any necessary changes can be made by downloading forms from EO and submitting the completed forms to the appropriate offices.

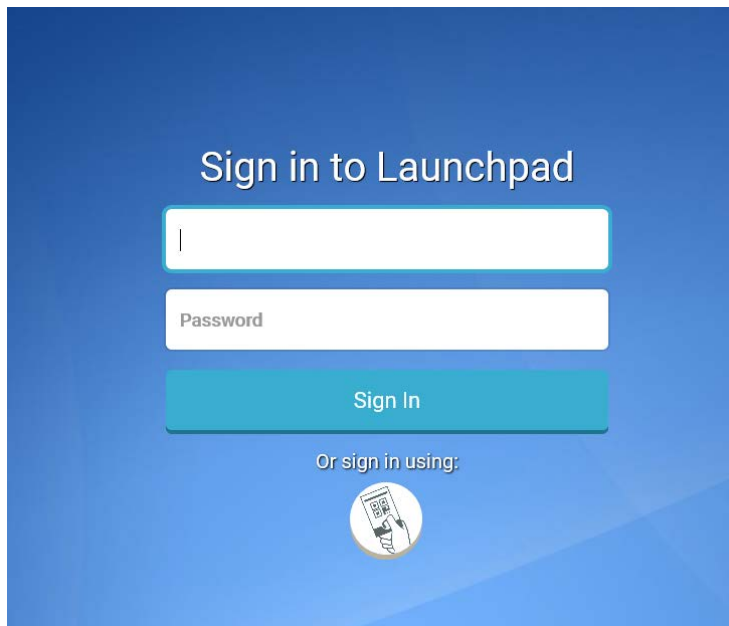
Follow the steps below to access Employee Online:

1. Go to the Lexington School District One home page at www.lexington1.net

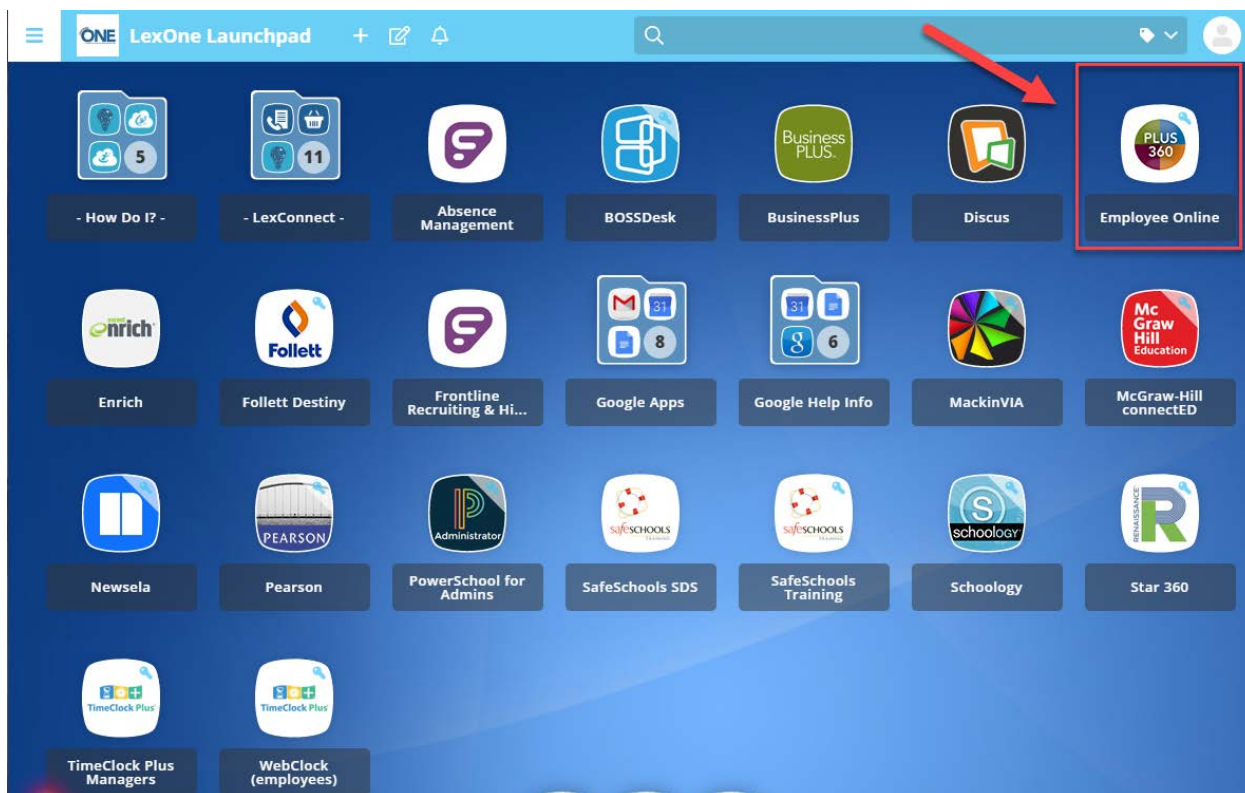
Select “I AM” → “An Employee” → “Secure Employee Portal”



2. Log in using your district username and password to sign in to Launchpad.



3. From the Launchpad homepage, select the Employee Online Business 360 app button.



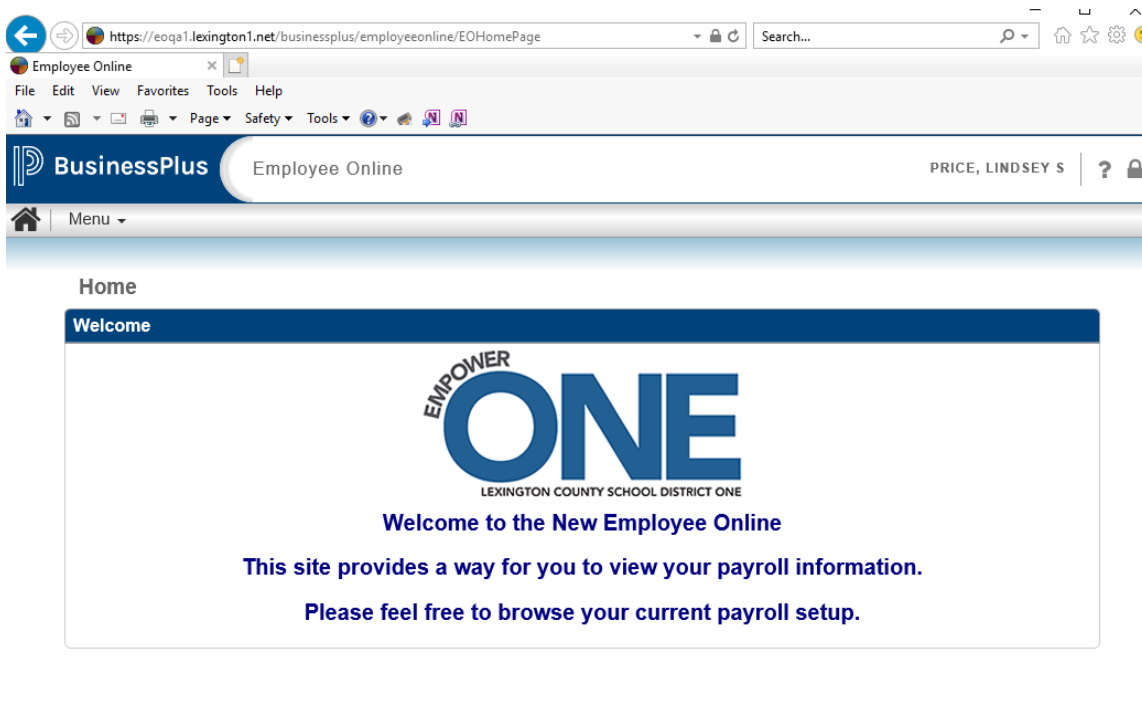
2

Additional Tips:

- You may want to add the Lexington One Portal Logon to your browser “Favorites”
- If you are having trouble getting to the Employee Online homepage, be sure to check your browser’s Pop-Up Blocker settings.

Employee Online Home

You are now at the Employee Online Home Screen.



Menu Dropdown

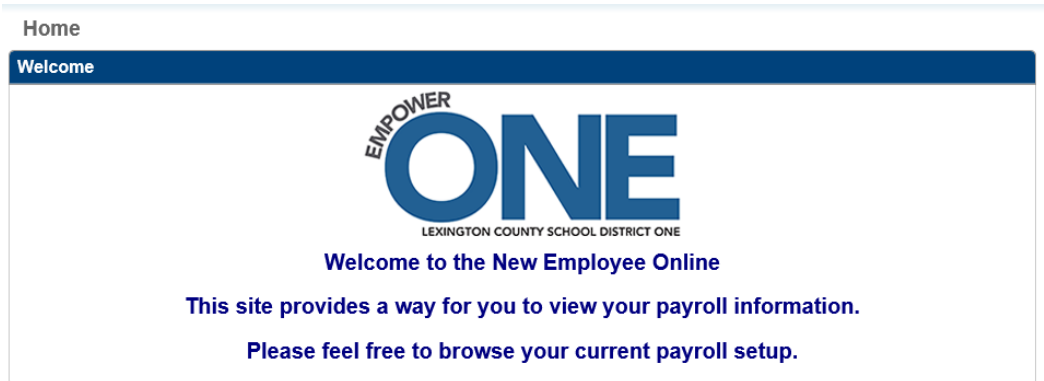
The menu dropdown shows all of the menu options available to Lexington staff today. Each of these tabs shows various information as it is found in the District's Human Resources and Payroll system for you.



EO Home

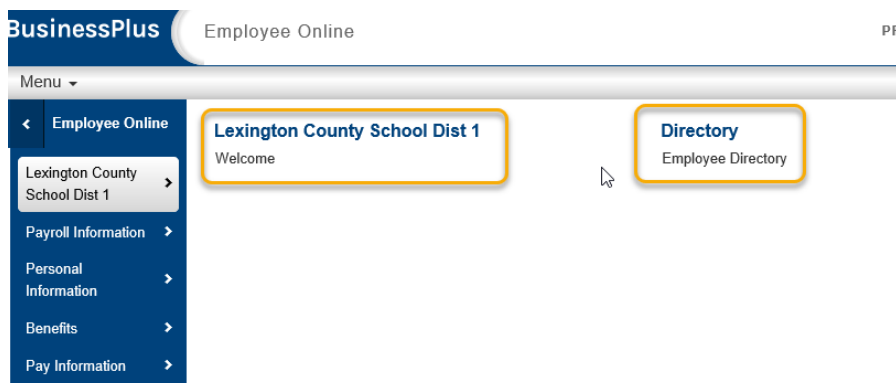
Message Page

This screen is used to inform employees of changes to Employee Online.



Lexington County School District One Welcome Page

This menu selection directs employees back to the home page as well as gives employees access to the Employee Directory to search for employee email addresses



Payroll Information



Tax Withholdings

View your current federal and state tax withholding elections on this screen. Changes to tax withholdings require a new W-4 for Federal and the state of South Carolina (two separate forms) to be completed and submitted to the payroll department. You can access and print the latest form and instructions from this page.

A screenshot of the 'Tax Withholdings' page. The page has a blue header with the text 'Tax Withholdings'. Below the header, there is a yellow warning box with the text: 'To make changes to your State and/or Federal tax withholdings please follow the links for the appropriate agency to fill out the form and return to Payroll.' Below the warning box, there are two links: 'IRS W-4' and 'SC W-4'. A red arrow points to the 'SC W-4' link. Below the links, there are two sections: 'Federal Tax Withholding' and 'State Tax Withholding'. Each section has a 'Filing Status' dropdown menu set to 'MARRIED' and a 'Record Status' dropdown menu set to 'A'. Below each section, there are several input fields for tax withholding information, including '2(c) 2 Jobs Total', '3 Dependent Amount Total', '4(a) Other Income', '4(b) Deductions', '4(c) Additional Withholding', and 'Additional Withholding End Date'.

Direct Deposit


View your current direct deposit account elections on this screen. Additions, changes or cancellations to direct deposit elections require a new election form be completed and submitted to the payroll department. You can access and print the form and instructions from this page.


The screenshot shows a web interface for payroll information. At the top, there is a 'Payroll Information' header with a save icon. Below it are several expandable sections: 'Tax Withholdings', 'Direct Deposit', and 'Deferred Compensation'. The 'Direct Deposit' section is currently expanded and contains a yellow warning message: 'Submit an original signed Direct Deposit Authorization form to Payroll if you need to enroll in Direct Deposit or to make any change.' Below the message is a link labeled 'Direct Deposit Form', which is highlighted with a red box and a red arrow pointing to it. Underneath the link, there are two bank account entries: '[ACTIVE] FIRST COMMUNITY BANK NA ([REDACTED]) Checking (NET)' and '[ACTIVE] ALLSOUTH FCU ([REDACTED]) - Savings (AMOUNT)'. A plus sign icon is visible at the bottom right of the bank list area.

Select the bank line to drill down to see detailed information.

Deferred Compensation


View information regarding your 401K and 457 Deferred Compensation plan elections through this page. Select the deferred compensation line to drill down to see detailed information.

Payroll Information 

- ▶ Tax Withholdings
- ▶ Direct Deposit
- ▶ Deferred Compensation
 - For new enrollment in a plan, please contact your benefits representative. Changes to 401K and 457 plans must be made through the SC Deferred Compensation Program by calling KeyTalk at 877-457-6263 or on-line at Southcarolina use this link below
 - South Carolina** 
 - 403(B) changes must be made through the district approved vendors.
 - Please refer to the Employee Handbook.
 - ▶ [ACTIVE] 401K (AMOUNT)
 - ▶ [ACTIVE] 457 (AMOUNT)


Leave Tracking

Menu ▾

- Employee Online
 - Lexington County School Dist 1
 - Payroll Information ▶
 - Personal Information ▶
 - Benefits ▶
 - Pay Information ▶
- Payroll
 - Tax Withholdings
 - Direct Deposit
 - Deferred Compensation
 - Leave Tracking** 
 - Check Stub
- Tax Forms
 - 1095-C Affordable Care Act (ACA)
 - W-2

Staff can view leave balance information here.

Leave Information


- Leave Tracking** 
- Years of Detail Show Unposted Leave
- ▶ Annual
- ▶ Comp
- ▶ Flex
- ▶ Nonscheduled


8

Select leave type *Annual, Comp, Flex or Nonscheduled* and Years of Detail to view transaction detail. You also have the option to see what leave is unposted (Please note: this may not include all leave taken. For the most up to date balance, please check TimeClock Plus).

****Balance is expressed in hours and not days.**

Leave Information


Leave Tracking 

Years of Detail: Show Unposted Leave: 

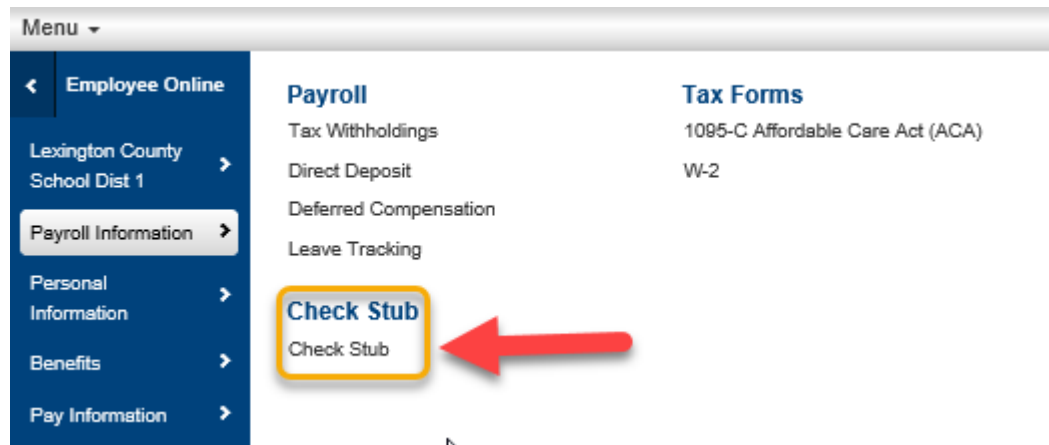
Annual

Unposted Leave

Date	Pay Period	Description	Amount	
			Unposted Total: 0.00000	
			Current Balance: 797.37000	
Date	Pay Period	Description	Amount	Ending Balance
5/1/20	2001093	3200 - ANNUAL EARNED	10.67000	797.37000
4/1/20	2001073	3200 - ANNUAL EARNED	10.67000	788.70000



Check Stub



View current and past check stubs. Select the stub check date you wish to view and your record will appear on the screen.

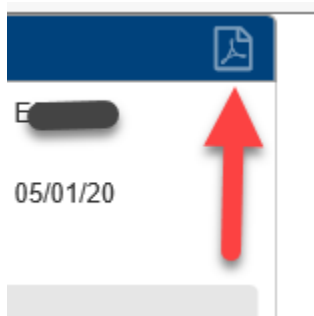
Check Stub	
Check Stub	
Check Date	Check Number
05/15/2020	10862015
05/11/2020	10858164
04/24/2020	10854160
04/03/2020	10850049
03/25/2020	10845812
03/10/2020	10841538
02/25/2020	10837276
02/10/2020	10828777

Click on the check date to drilldown to the check stub.

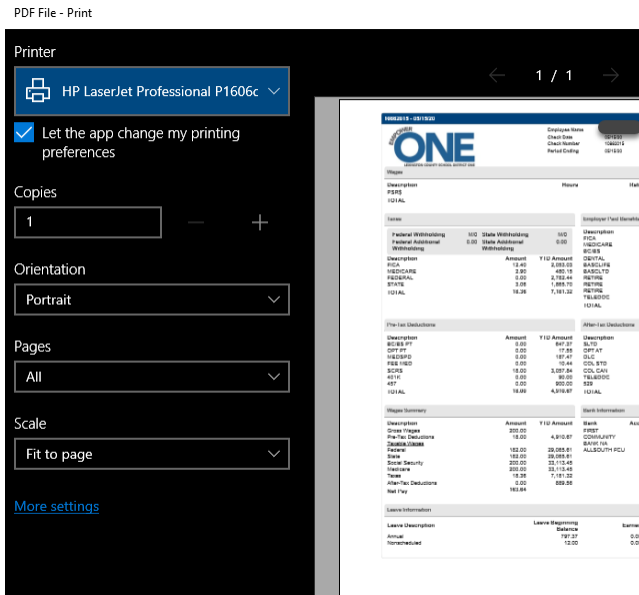
10862015 - 05/15/20					
EMPOWER ONE LEXINGTON COUNTY SCHOOL DISTRICT ONE		Employee Name ██████████	Employee ID ██████████	Check Date 05/15/20	Period Begin 05/01/20
		Check Number 10862015		Period Ending 05/15/20	
Wages					
Description	Hours	Rate	Current Earnings	YTD Amount	
PSRS			200.00		
TOTAL			200.00		
Taxes			Employer Paid Benefits		
Federal Withholding	M/0	State Withholding	M/0	Description	Amount
Federal Additional Withholding	0.00	State Additional Withholding	0.00	FICA	12.40
Description	Amount	YTD Amount	Description	Amount	YTD Amount
FICA	12.40	2,053.03	MEDICARE	2.90	480.15
MEDICARE	2.90	480.15	BC/BS	0.00	2,781.27
FEDERAL	0.00	2,782.44	DENTAL	0.00	60.66
STATE	3.06	1,865.70	BASCLIFE	0.00	1.44
TOTAL	18.36	7,181.32	BASCLTD	0.00	14.49
			RETIRE	30.82	5,235.70
			RETIRE	12.50	2,123.54
			RETIRE	0.30	50.97
			TELEDOC	0.00	9.00
			TOTAL	58.32	12,810.25
Pre-Tax Deductions			After-Tax Deductions		
Description	Amount	YTD Amount	Description	Amount	YTD Amount
BC/BS PT	0.00	647.37	SLTD	0.00	30.42
OPT PT	0.00	17.55	OPT AT	0.00	87.75
MEDSPD	0.00	187.47	DLC	0.00	5.67
FEE MED	0.00	10.44	COL STD	0.00	187.47
SCRS	18.00	3,057.84	COL CAN	0.00	119.25
401K	0.00	90.00	TELEDOC	0.00	9.00
457	0.00	900.00	529	0.00	450.00
TOTAL	18.00	4,910.67	TOTAL	0.00	885.56
Wages Summary			Bank Information		
Description	Amount	YTD Amount	Bank	Account	Amount
Gross Wages	200.00		FIRST COMMUNITY BANK		0.00
Pre-Tax Deductions	18.00	4,910.67	NA		
<u>Taxable Wages</u>			ALLSOUTH FCU		163.64
Federal	182.00	29,065.61			
State	182.00	29,065.61			
Social Security	200.00	33,113.45			
Medicare	200.00	33,113.45			
Taxes	18.36	7,181.32			
After-Tax Deductions	0.00	889.56			
Net Pay	163.64				
Leave Information					
Leave Description	Leave Beginning Balance	Earned	Used	Leave Ending Balance	
Annual	797.37	0.00	0.00	797.37	
Nonscheduled	12.00	0.00	0.00	12.00	

You may print a copy of your stub by

1. Clicking the PDF button, select open.



2. Right Click and select print. Select the appropriate printer.
3. Click on the Print button.



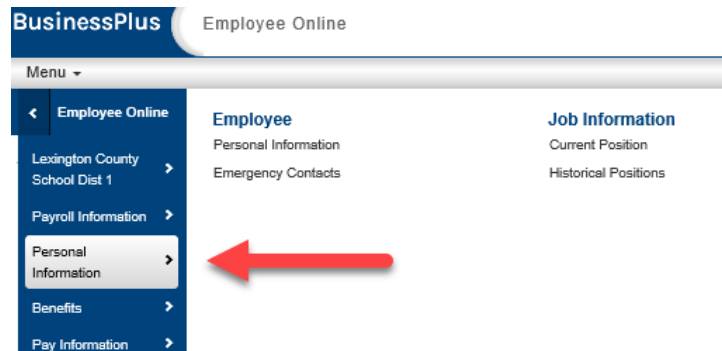
Tax Forms



W2 information can be viewed here. To print, select the W-2 form, right click and select print. **Note: An original W2 will be printed and sent to you in January. This is for extra copies or reference.*



Personal Information

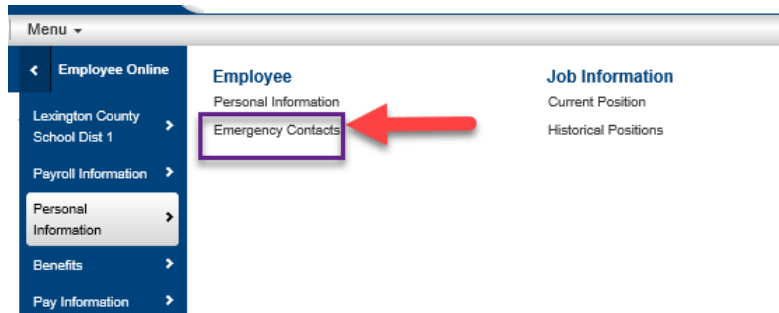


Personal Information

The screenshot displays the 'Employee Personal Information' page. At the top, a red arrow points to the 'Personal Information' tab. Below the tab, a yellow banner contains the text: 'Complete the HR21 Name/Address Change Form below and submit to HR if changes are needed to this information.' A purple arrow points to the underlined link 'HR21 Universal Name/Address Change Form'. The form fields include: Employee Name, Employee ID, Address (Address Line 1, Address Line 2, City, State, Zip Code, Zip Ext), Email, Personal Email, and Privacy Level. Below the form are sections for Phone Numbers, Additional Dates, Emergency Contact, and Family Information.

To make changes to your personal information, download and print the Universal Name/Address Change Form by clicking on the link underlined on this page. Once you have completed the form, the original signed form must be submitted to the Office of Human Resources for changes to be made.

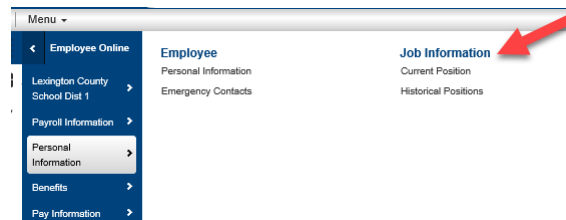
Emergency Contacts



This screen shows emergency contact information. To add emergency contact information, select the + sign on the far right. This may be added/changed through Employee Online.



Job Information



Current Position

This screen shows information about your current job.

Job Information

Current Position ←

▲ DIRECTOR OF PAYROLL (04DRCLPAYR)

Job:	DIRECTOR OF PAYROLL (04DRCLPAYR)	Dates:	7/1/2019 - 6/30/2020
Bargaining Unit:			
Department:		Division:	
Salary Schedule:	ADMINISTRATION		
Salary Grade:	DISTRICT OFFICE ADMIN	Step:	

Rates

Hourly:		Daily:		Per Period:	
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▶ **Historical Positions**

Historical Positions

This screen shows information about your past jobs.

Historical Positions ←

▶ COORDINATOR OF PAYROLL (04COCLPAYR)	7/1/18 - 6/30/19
▶ COORDINATOR OF PAYROLL (04COCLPAYR)	7/1/17 - 6/30/18

▲ **Historical Positions**

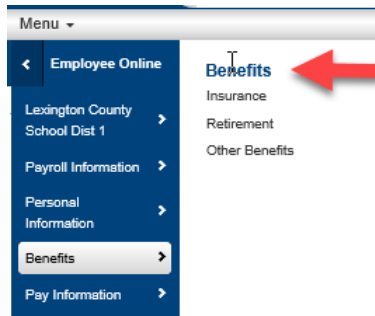
▲ COORDINATOR OF PAYROLL (04COCLPAYR) 7/1/18 - 6/30/19

Job:	COORDINATOR OF PAYROLL (04COCLPAYR)	Dates:	7/1/2018 - 6/30/2019
Bargaining Unit:			
Department:		Division:	
Salary Schedule:	ADMINISTRATION		
Salary Grade:	DISTRICT OFFICE ADMIN	Step:	

Rates

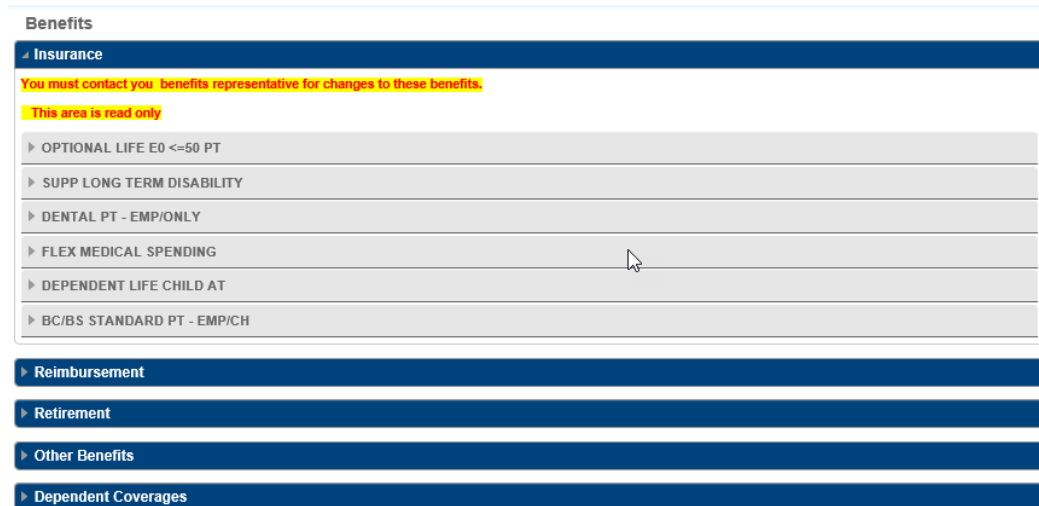
Hourly:		Daily:		Per Period:	
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Benefits

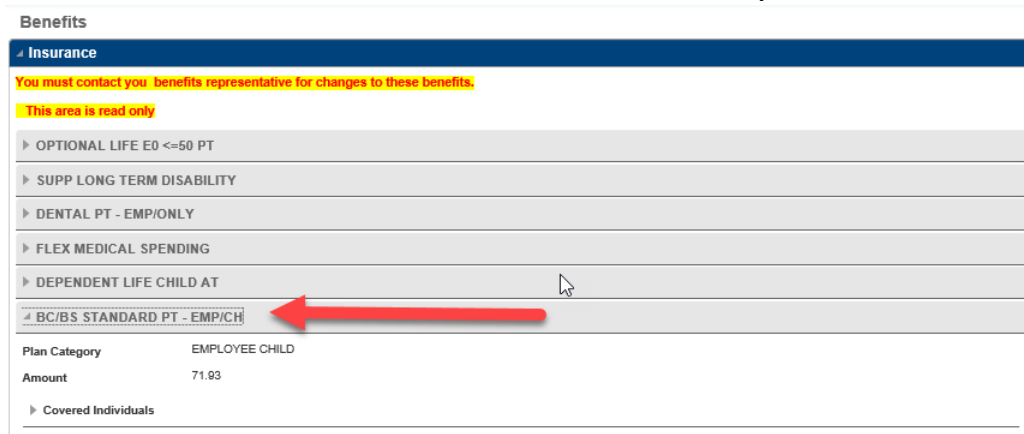


Insurance

View information regarding your insurance benefits through this page.



Click on BCBS STANDARD to drilldown to plan details.



Retirement

View information regarding your retirement benefits through this page.

The screenshot shows a navigation menu with the following items: Insurance, Reimbursement, Retirement, Other Benefits, and Dependent Coverages. The Retirement section is expanded, showing a warning message: "You must contact your benefits representative for changes to these benefits." Below this is a "This area is read only" label and three sub-sections: RETIREMENT BASE, RETIREMENT OPT INC DEATH, and RETIREMENT INS SURCHARGE.

Other Benefits

You can view information regarding your Colonial products through this page.

The screenshot shows a navigation menu with the following items: Insurance, Reimbursement, Retirement, Other Benefits, and Dependent Coverages. The Other Benefits section is expanded, showing a warning message: "You must contact your benefits representative for changes to these benefits." Below this is a "This area is read only" label and two sub-sections: COLONIAL CANCER and COLONIAL STD. A red arrow points to the Other Benefits menu item.

Click on Coverage Type to drilldown to plan details.

Benefits

- ▶ Insurance
- ▶ Reimbursement
- ▶ Retirement
- ◀ Other Benefits

You must contact your benefits representative for changes to these benefits.

This area is read only

◀ COLONIAL CANCER

Plan Category

Amount 13.25

▶ Covered Individuals

▶ COLONIAL STD

▶ Dependent Coverages

Pay Information

Menu ▾

- ◀ Employee Online
 - Lexington County School Dist 1 ▶
 - Payroll Information ▶
 - Personal Information ▶
 - Benefits ▶
 - Pay Information ▶
- Pay Information
 - Employee Handbook
 - HR21 Name and Address Change
 - Direct Deposit Authorization Form
 - Pay Stub Information
 - IRS W4

These links provide the most up to date forms.

Please make sure to logoff by selecting the lock in the upper right corner of screen when you are finished viewing information in Employee Online.



If you experience any difficulties logging on, please contact the district Help Desk at 821-1201 or helpdesk@lexington1.net.

If you have questions about any of your information, please contact Human Resources, Payroll or your Benefits Administrator as appropriate.

Thank You!