Welcome to the District 214 employee portal. From this website, an employee can view personal data, payroll information, deductions and benefits, vacation and sick days used and balance remaining.

**Access to District 214 Portal**

http://employeeportal.d214.org

The portal is also available through a secure website using a web browser from any computer. You can find a link to the portal in the **Quick Links** menu under the **Staff** (login required) section.

Enter your **NetID** for the User ID field and your **NetID password** in the PIN field.

**Navigation Menu**

The Navigation Menu will be displayed on the left side of the screen.
Attendance

Once logged in, the portal will open to the employee’s attendance screen. This screen displays posted leave records.

Calendar dates are colored to show leave postings on that date. Run the mouse over a highlighted date on the calendar to display the type of leave and number of hours used. Prior years can be viewed by selecting a different year using the drop down menu at the top right.

Paycheck History

Paycheck History (under Payroll) displays a list of all of your paychecks by calendar year. You can view information from a particular payroll by clicking on the underlined document number.

This will display the same information as your direct deposit advice or payroll check stub. Year to date values are fiscal year to date, July 1 – June 30. Use the drop down menu at the top right to search previous years.
Withholdings (W4)

The Withholdings (W4) screen (under Payroll) shows allowances claimed from your latest W-4. If you have questions or need to make changes, please contact the Payroll Department at FVEC.

Direct Deposit

Direct Deposit (under Payroll) shows bank information for your direct deposit. The email button can be used to send a message to the payroll department.

Current Positions

The Current Positions screen (under Jobs & Benefits) details the employee’s current job and salary.
Benefits and Deductions

Use the Benefits and Deductions screen (under Jobs & Benefits) to view employer paid benefits and voluntary deductions that are active on your record. This screen also shows whether a deduction is taken on a pre-tax basis.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRE-TAX</th>
<th>LENGTH</th>
<th>DEDUCTION</th>
<th>BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN FIDELITY ASSURANCE</td>
<td>Yes</td>
<td>Indefinitely</td>
<td>150.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>No</td>
<td>Indefinitely</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>JOHN HANCOCK LTC EMPLOYER</td>
<td>No</td>
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<td>0.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Medicare</td>
<td>No</td>
<td>Indefinitely</td>
<td>0.31</td>
<td>0.31</td>
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<tr>
<td>OASDI</td>
<td>No</td>
<td>Indefinitely</td>
<td>1.32</td>
<td>1.32</td>
</tr>
<tr>
<td>State Income Tax - OK</td>
<td>No</td>
<td>Indefinitely</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TRS Burden School Pays</td>
<td>No</td>
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<td>0.00</td>
<td>1.73</td>
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<tr>
<td>TRS Fed - Pri Grnt School Pays</td>
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<td>0.00</td>
</tr>
<tr>
<td>TRS School Pays</td>
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<td>Indefinitely</td>
<td>0.00</td>
<td>1.60</td>
</tr>
</tbody>
</table>

Addr/Phone/Email

Your name, home address and telephone number (under Profile) are displayed on this screen.

Certifications

The Certifications tab (under Qualifications) displays information regarding teaching and administrative licenses.
**Education**

The Education tab *(under Qualifications)* displays the highest degree on record for an individual.

![Image of education section](image)

**Documents**

Links to State and Federal forms can be found on this tab.

![Image of documents](image)

**Logout**

*Be sure to logout when you are finished using the portal.*