







SDS Employee Portal Instructions for Payroll

1. Go to: <https://sds.choiceschools.com/choice/sdsweboffice/>
2. Login:
 - a. User ID: Employee ID Number (found on your check stub) with no spaces
 - b. Password: Last 4 numbers of your social security number
3. You will be asked to change your password after your first login
4. Familiarize yourself with the six areas of the system:

[Employee Portal](#)

-  [View Your Information](#)
-  [Change Basic Information](#)
-  [eTime Sheet-Employee Payroll Approval](#)
-  [Request Absent, Vacation, Personal Leave, etc.](#)
-  [Project Your Pay If you change a deduction](#)
-  [Message Center](#)

These sections will allow you to change your personal information, enter notes onto your timesheet in case of error or issue, request time off and project how your pay check will change if you should change your status or deductions.

You will also be able to receive messages from management and other employees along with sending messages or questions to Payroll & Benefits.

Detailed Portal Information and Instructions

1. View your information
 - a. 8 tabs and additional requests tabs are available
 - b. Each employee will be able to customize their Portal to best suit their needs by adding or deleting tabs that show in this area. The drop down option will show which tabs are available.
 - c. To Add or Delete a Tab: select a Tab name from the drop down box in the top center of the open window. Then select “Add Tab” or “Remove Selected Tab”
 - Demographics –personal information, deductions, pay rates, etc
 - Contract Balance – Details of balances on your current annual contracts and supplements
 - Detailed Payroll Information – Hours, rates, types of pay by weeks d.)Direct Deposit – Your Banking information as it is currently e.)Gross Pay Detail – Gross pay by week paid and job
 - Payroll Register and Checks – Detailed breakdown of all payroll payments
 - Year to Date – will give year to date totals on income, taxes and deductions from your payroll.
 - Documents – view documents in your personnel file, certificates, contracts, etc.
 - Attendance – Will show PTO, Vacation and personal leave running totals
 - Requests – In this section you may request time off for illness, PTO, vacation, or professional development reasons.
2. Change Basic Information - In this area you can change your basic information
 - a. Change or update personal information such as address, name, and tax deductions
 - b. Update or add emergency contact information
3. eTime Sheet – Employee
 - a. In this area you will not be able to change your punched or scanned time but you will be able to make notes for a specific date to explain a difference or just make a note to notify your supervisor of something that would affect your payroll.
4. Request Absent, Vacation, Personal Leave, Etc. (this area is still being programmed –currently continue to request PTO or Vacation time with the paper PTO form)
 - a. **NOTE: If you need to apply for a FMLA, STD or Personal leave you will need to contact HR directly to receive instructions and specific paperwork.**
5. Project Your Pay If You Change A Deduction
 - a. This section will let you view how your take home pay will be affected if you change your deductions up or down.
6. Message Center
 - a. The message center can be used to send a message to anyone in the Choice Schools System.
 - b. Your Payroll Vouchers will be sent to your message center in your portal which you can view and print.