INSTRUCTIONS TO ACCESS PAYROLL INFORMATION IN WEBLINK

1. Go to the school website www.atlanticiaschools.org
2. Click on the weblink icon bottom left of the home page on website

3. Login Page-
      Your user id is the first six letters of your last name and the first four letters of your first name. All caps and no spaces. Password is the last four of your SS#

4. You will come to this screen and will click on Employee Information

5. You have three options to choose from. Click on the desired one.
      A. Check History
      B. Leave Balances
      C. W-2- **(**Will cover at a later date!**)**
Viewing Check History
      * The posted checks and direct deposit stubs appear on the screen
      * 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- check on the desired check.

Data Entry   Employee Information   Reports   Settings   Help

Check History

Get ADOBE READER
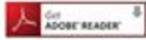
Checks			
Check Number	Check Date ▾	Amount	
5119	10/20/2013	241.98	View
5108	09/20/2013	279.98	View
5078	05/20/2013	189.98	View
5070	04/20/2013	303.97	View
5063	03/20/2013	237.49	View

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

   * 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.

<u>Viewing Leave Balances</u>:
    * All the leaves that are set to display appear on the screen for the current year.
    * To view the detail information for a leave, click once on the desired leave.

    * To print the information, complete the print function as normal from within your Internet browser.

Please make sure you log out when you are finished!

SU software unlimited   web link   home | logout

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. **Contact your Technology Coordinator for assistance with allowing pop-ups.**

·   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 **Logout** option in the upper right corner to ensure your user ID does not get "locked" by the system (act as though you are still logged in).