



Hays Unified School District
323 W. 12th Street
Hays, KS 67601
(785) 623-2400 Office
(785) 623-2412 Fax
www.usd489.com

Unified School District #489 Employees

RE: Direct Deposit Voucher

Effective 10/01/11, Unified School District #489 will no longer print and mail the direct deposit vouchers. Deposit vouchers (pay stubs) can be accessed using the Employee Service Portal. If you have not created an account, please see the instructions below.

The Employee Service Portal can be accessed from the link below or from the district website under the "Resources" tab and under the Payroll Resources heading. The Employee Service Portal allows you the ability to view current and past paycheck information, leave balances, benefits & deductions information, certificate numbers and dates, and previous years' W2 forms.

<https://alioas.usd489.com:7443/ESP/Login.aspx>

Frequently Asked Questions

I've never used the employee service portal before – You must create an account first. Follow the instructions attached below for creating an account.

I forgot my password or username – Click the "Forgot your username?/password?" link on the login screen of the employee portal. If you do not receive the email containing further instructions in your USD 489 account, you might have used your home or personal email address instead.

I do not know my employee ID number – Your employee ID is the six digit number on your ID badge. You also use this number on your timesheet. If you are still unsure of this number, check with your supervisor, or call the Payroll/Human Resources Department.

I received an error of incorrect first name when creating my account – Try using your first name and middle initial separated by a space. (i.e. John C)

EMPLOYEE SERVICE PORTAL INSTRUCTIONS

To access the employee portal, you **MUST** create a user ID and password (this is a one-time process).

To access the Employee Service Portal, please follow the instructions below:

1. Go to the district's website from any internet connected device. (www.usd489.com)
2. Click on the RESOURCES tab, then under the Payroll Resources heading, select the EMPLOYEE PORTAL link. (this will lead you to the following screen)

3. To create an account, click on the CREATE AN ACCOUNT link and follow the instructions below:
 - a. Enter your employee number (see ID badge for employee number), the last 4 digits of your social security number, and complete the form. Click the “Submit” button. You are now registered.

Create New Account

Personal Information

Employee No First Name
Last Name Last 4 of Social Security No
Birth Date Zip Code

Profile Information

User Name Minimum 6 characters
New Password Minimum 8 characters with at least one number and one special character.
Confirm Password
E-mail
E-mail is used for system notifications and for retrieving login information.

Personal Question 1
Personal Answer 1
Personal Question 2
Personal Answer 2
Personal Question 3
Personal Answer 3

*All information is required

- To use the system at any time, go to the RESOURCES tab. Select EMPLOYEE PORTAL link under the Payroll Resources heading again. Now you will use your username and password to sign in. Your own personalized screen will appear, and should look something like this.

- To view a paystub, click the PAYROLL tab, and it will bring you to the screen shown below.

- Payroll dates will be highlighted in **green**, and when you click on the date to pull up that paystub, you are able to print if you choose. You are also able to see your W-2s from this screen.
- The BENEFITS & DEDUCTIONS tab will show your current and active deductions and benefits.
- The LEAVES tab will show the amount of leave you have earned and taken, based on types of leave you receive. Leave balances are generally a month behind.
- The EMPLOYER FORMS tab has a variety of forms available to staff. There are various groups of forms to choose from.
- When you are finished, simply logout and return as needed.