

Tip of the Week

May 12, 2017 - May is District Application Tips Month

We are excited to share with you a new tip of the week, every Friday. The tips are short, to the point and cover a range of subjects. We hope these tips help you to work with technology more efficiently and successfully.



Employee Online

Employee Online provides a way for you to view, edit and print many items that relate to your Medford School District employment. These include: employee directory, personal information, emergency information, Payroll calendars, assign direct deposit, Annuity and 403B info, W-4 form, view and print your check stub, What If, view and print your W2 form, see your job information and insurance benefits.

Please Note: This is also where you will find the Recruitment Management application system. This process allows you to view and apply for open positions.

EO Home

- Employee Directory - search MSD employees by name, phone, worksite or email address.

Personal Information

- Home Address - update employee address, personal email and phone numbers
- Emergency Info - enter and update emergency contacts
- Direct Deposit - enter direct deposit information
- TSA-Tax Sheltered Annuities - displays your currently enrolled annuities
- 403B Information - shows how to enroll in a 403B
- Withholding and W-4 - shows current withholding and allows the employee to print a new W-4 and change their withholding
- Check Stub - view and print your current and past check stubs
- What If - allows entry of several different withholding scenarios and the results of each
- W2 Information and FAQ - shows information about the W2 form
- W2 Form - allows employees to print current and past W2 forms
- Current Job - view your current job title, and additional information related to your job assignment

Benefits

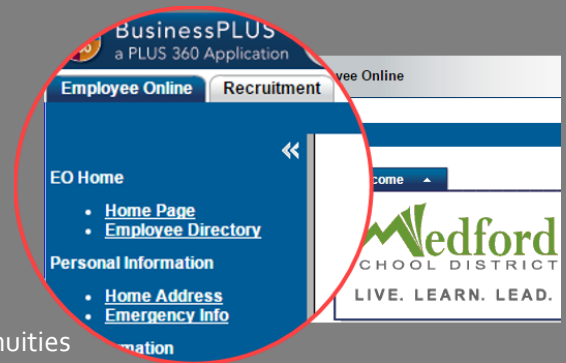
- Insurance - view your current insurance benefits
- Voluntary Benefits - other benefits
- Dependent Coverages - view any dependents on your insurance policy
- Benefit Forms - view and print district benefit forms

Open Enrollment

- Steps to follow to enroll in the MSD insurance plan

Recruitment

- View Postings
- Apply
- User Support



How do I access Employee Online?

* From the Medford School District website, www.medford.k12.or.us, click on Staff then Employee Online.

OR

* From the HelloID portal click on Employee Online.

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To view archived Tips of the Week on the MSD website [click here](#).
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