

# Welcome to the alio Employee Portal!

The alio Employee Portal is a new component of our alio financial and human resources software. Convenient and easy to use, the portal is a valuable tool to access your personal information as well as a staff directory and a library of district forms. Connecting is secure and easy from any computer with internet access.

*With the Employee Portal you can:*

- View your current business and personal online business card information
- View a message area including district contact information for alio help and inquiries
- Access a staff directory
- Access a variety of district forms
- View your paycheck calendar
- View and/or print a copy of your pay stub (check or advice of deposit)
- View and/or print a copy of your W2's
- View leave balances and details (Personal, sick, vacation)
- View detailed leave calendar
- View your active deductions
- View your active benefits

What follows is a guide for using the alio Employee Portal. Please read through the following guide before logging on. **Please print this guide only if necessary.** The Portal is very user friendly and most will not need to refer to the guide after navigating through the portal once or twice. We are focusing on saving paper and printing costs by providing this information online. If you choose, you can save it to your desktop for future reference.

District 67 employees will use: <http://alioweb.lfschools.net/d67/employee/login.php>

District 115 employees will use: <http://alioweb.lfschools.net/d115/employee/login.php>

You can bookmark the web address in your “favorites” for easy access. And soon you will be able to access the portal from the District website.

**The staff directory portion of this portal will replace the booklet you received in previous years. The Communications Department has asked that you visit the “settings” page of this guide. This page will show you how to make available to other employees your home address and phone number if you choose to have it displayed as part of your personal information in the directory. Only employees of the district will have access to the staff directory.**

\*\*\*Please note the following pages show screen prints from the D67 portal which is identical to the D115 portal\*\*\*

**This is the main login page. First time users will need to click on “Create an account” for initial set-up. Once you have created your account, you will log on here with the user name and password you created.**

The screenshot shows a web browser window titled "Employee Portal - Employee Login - Windows Internet Explorer". The address bar displays the URL "http://alioweb.lfschools.net/d67/employee/login.php". The browser's link bar includes several shortcuts: "Customize Links", "BMO p-card", "alio web", "D67 Admin Portal", "D67 Employee Portal", "D115 Employee Portal", and "D115 Admin Portal".

The main content area has a green background. At the top left, it says "Lake Forest School District 67". Below this is a dark green bar with the text "Login to Employee Portal". The central part of the page is a white box containing the login form:

- Logo: A small icon of a building.
- Title: "Login to Employee Portal"
- User Name:
- Password:
- Sign in:
- Links: [Forgot your password?](#) and [Create an account](#)

A red callout bubble with a black border points to the "Create an account" link, containing the text: "First time users click here!".

At the bottom of the white box, it says "Employee Portal Version 3.9" and "Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.".

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., employee portal main..., Employee Portal - Em...), and the system tray with the time "9:30 AM" and temperature "69°".

To create an account you will need your **employee number**. This number can be found on your paystub. If you do not have a paystub and do not know your employee number, please contact Lisa Tadel in Human Resources, 847-604-7423, [ltadel@lfschools.net](mailto:ltadel@lfschools.net).

**Find your employee number on your paystub. All fields are required for creating your account.**

Employee Portal - Employee Signup - Windows Internet Explorer  
http://alloweb.lfschools.net/d67/employee/signup.php

Lake Forest School District 67

Create New Account

\* Required Information

**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 7 characters  
\* Confirm Password   
\* Email   
Email will be used for system notification and retrieving login information

Submit Cancel

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

# Employee Portal Home Page Tab

Employee Portal - Home - Windows Internet Explorer  
http://alioweb.lfschools.net/d67/employee/home.php

Home Payroll Leaves Benefits & Deductions Logout

Home

Home Page Directory  
Settings Employer Forms

Welcome LISA GILLESPIE

Home

Today Tuesday, July 07, 2009

My Current Information

My Business Card My Personal Card

**LISA GILLESPIE**  
Location: Administration Center (007)  
Administration Center 300  
S. Waukegan Rd.  
Lake Forest IL 60045

Dept:  
Job:

Work: (847) 604-7436 Ext:  
Email: lgillespie@lfschools.net

System Messages

Welcome to the District 67 Employee Portal!

Your Personal and Business Cards are shown to the left. To make changes, click the "Settings" link above.

If you have questions or need help using this portal please contact **Lisa Gillespie** at **847-604-7436** or [lgillespie@lfschools.net](mailto:lgillespie@lfschools.net)

If you have questions regarding payroll please contact **Mary Chlystek** at **847-604-7434** or [mchlystek@lfschools.net](mailto:mchlystek@lfschools.net)

If you have questions regarding your benefits please contact **Beth Reich** at **847-604-7435** or [breich@lfschools.net](mailto:breich@lfschools.net)

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

View your current information and toggle between your business information and your personal information here.

Important messages or system information will appear here.

# Home Page "Settings" Option

Employee Portal - Settings - Windows Internet Explorer

http://alioweb.lfschools.net/d67/employee/settings.php

Links Customize Links BMO pycard alio web D67 Admin Portal D67 Employee Portal D115 Employee Portal D115 Admin Portal

Employee Portal - Settings x iGoogle

Home Payroll Leaves Benefits & Deductions Logout

## Settings

Home Page Settings Directory Employer Forms

Welcome LISA GILLESPIE

### Your Employee Portal Account Settings

Manage your Employee Portal account settings by clicking on an area below.

- [Your Email Address](#)  
Change your email address.
- [Your User Name and Password](#)  
Change your user name and/or password.
- [Your Personal Information Settings](#)  
Change your personal information settings.
- [Your Calendar Settings](#)  
Change your calendar settings.

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

Internet 100% 9:50 AM

**There are four options for making changes. The following pages explain each one.**

Click on the first option, “Your Email Address”, if you want to change the email address you entered when creating your account. This does not change any display information. This email is where the system will send you a message if you click on “forgot your password” on the login page.

The screenshot shows a web browser window titled "Employee Portal - Settings - Windows Internet Explorer". The address bar shows the URL "http://alloweb.lfschools.net/d67/employee/settings.php". The browser's link bar contains several shortcuts, including "Customize Links", "BMO p-card", "alio web", "D67 Admin Portal", "D67 Employee Portal", "D115 Employee Portal", and "D115 Admin Portal".

The main content area has a green header with navigation tabs: "Home", "Payroll", "Leaves", "Benefits & Deductions", and "Logout". Below the header is a "Settings" section with a sub-menu containing "Home Page", "Settings", "Directory", and "Employer Forms". A user profile icon and the text "Welcome LISA GILLESPIE" are visible.

The "Settings" section is titled "Your Employee Portal Account Settings" and includes the instruction: "Manage your Employee Portal account settings by clicking on an area below." The first option is "Your Email Address", which is selected. Below it, there is a form with the following fields and buttons:

- Current Email Address:** lgillespie@lfschools.net
- New Email Address:**
- Update Email** button

A callout box with a speech bubble points to the "Update Email" button, containing the text: "Enter your new email address here and click on 'Update Email'." Below the form are three other settings options:

- Your User Name and Password**: Change your user name and/or password.
- Your Personal Information Settings**: Change your personal information settings.
- Your Calendar Settings**: Change your calendar settings.

At the bottom of the page, it says "Employee Portal Version 3.9" and "Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved." The Windows taskbar at the bottom shows the "start" button, several open applications, and the system tray with the time "10:10 AM".

Click on the second option, “Your User Name and Password”, to change your user name or password for logging into the portal.

Employee Portal - Settings - Windows Internet Explorer

http://alloweb.lfschools.net/d67/employee/settings.php

Home Payroll Leaves Benefits & Deductions Logout

### Settings

Home Page Directory  
Settings Employer Forms

Welcome LISA GILLESPIE

### Your Employee Portal Account Settings

Manage your Employee Portal account settings by clicking on an area below.

- [Your Email Address](#)  
Change your email address.
- [Your User Name and Password](#)  
Enter a new User Name of a minimum 6 characters. Then click "Update User Name".

**User Name**

Current User Name: lgillespie  
New User Name:

**Password**

Enter your current password in "Old Password". Then enter your new password below and click "Update Password".

Old Password:   
New Password:   
Re-type New Password:

- [Your Personal Information Settings](#)  
Change your personal information settings.
- [Your Calendar Settings](#)

Make any changes to your user name and password here. Make sure to click on the “update” buttons to finalize your changes.

start | Inbox - Microsoft Out... | employee portal main... | Employee Portal - Set... | Internet | 100% | 10:11 AM

# \*\*\*Important Staff Directory Information\*\*\*

Click on the third option, “Your Personal Information Settings”, to choose what you want displayed in the staff directory. Only employees will have access to the staff directory.

Employee Portal - Settings - Windows Internet Explorer

http://alloweb.lfschools.net/d67/employee/settings.php

Home Payroll Leaves Benefits & Deductions Logout

Settings

- Home Page
- Settings
- Directory
- Employer Forms

Welcome LISA GILLESPIE

### Your Employee Portal Account Settings

Manage your Employee Portal account settings by clicking on an area below.

- [Your Email Address](#)  
Change your email address.
- [Your User Name and Password](#)  
Change your user name and/or password.
- [Your Personal Information Settings](#)  
Select the checkboxes below to display related information in the Directory. Click "Update Settings" to commit your changes.
  - Display Home Address
  - Display Home Phone
- [Your Calendar Settings](#)  
Change your calendar settings.

Update Settings

Employee Portal  
Copyright © 2009 Weidenhammer Systems

Check the boxes on the left to include the desired information in the staff directory. Only staff members will have access to this information.

Click on the fourth option, “Your Calendar Settings”, to choose how the months are displayed for the paycheck and leaves calendars.

Employee Portal - Settings - Windows Internet Explorer

http://alioweb.lfschools.net/d67/employee/settings.php

Home Payroll Leaves Benefits & Deductions Logout

Settings

- Home Page
- Settings
- Directory
- Employer Forms

Welcome LISA GILLESPIE

Settings

**Your Employee Portal Account Settings**

Manage your Employee Portal account settings by clicking on an area below.

- [Your Email Address](#)  
Change your email address.
- [Your User Name and Password](#)  
Change your user name and/or password.
- [Your Personal Information Settings](#)  
Change your personal information settings.
- [Your Calendar Settings](#)**  
Select the starting and ending month for the calendar displayed on the Pay Check Calendar and Leaves pages. Click "Update Settings" to commit your settings.

Starting Month: 07

Ending Month: 06

Update Settings

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

**I chose to view my calendars by fiscal year, July - June. You can change this to display your year as January – December or any other monthly configuration you want to view.**

start | Inbox - Microsoft Out... | employee portal main... | Employee Portal - Set... | Internet | 100% | 72° | 10:13 AM

**This is the Staff Directory. Here you can find staff member business and personal information. You can view personal phone and address information only if the staff member chose to display them from the options on their “settings” page.**

The screenshot shows the 'Employee Portal - Directory' page in a Windows Internet Explorer browser. The page has a green header with navigation tabs: Home, Payroll, Leaves, Benefits & Deductions, and Logout. Below the header is the 'Company Directory' section with sub-links for Home Page, Directory, Settings, and Employer Forms. A search bar is present with a 'Print' button to its left and a 'Location' dropdown to its right. A list of staff members is displayed, with the name 'GILLESPIE, LISA' highlighted. To the right of the list is a card for 'LISA GILLESPIE' with fields for Location, Dept, Job, Work, and Email. Two radio buttons are visible: 'My Business Card' (selected) and 'My Personal Card'. Callout boxes provide instructions: 'Search by last name in addition to using the alpha tabs below.' points to the search bar; 'Searching by location is not recommended at' points to the location dropdown; 'Click this print button to print an employee card.' points to the print icon; 'Click on a letter tab to select names alphabetically.' points to the 'G' tab; 'Click on the name to view their information.' points to 'GILLESPIE, LISA'; and 'Toggle between employee business and personal cards here. If there is no information on the personal card, it's because the employee chose not to display it.' points to the radio buttons.

**Search by last name in addition to using the alpha tabs below.**

**Searching by location is not recommended at**

**Click this print button to print an employee card.**

**Click on a letter tab to select names alphabetically.**

**Click on the name to view their information.**

**Toggle between employee business and personal cards here. If there is no information on the personal card, it's because the employee chose not to display it.**

# Employer Forms

Employee Portal - Employer Forms - Windows Internet Explorer  
http://alioweb.lfschools.net/d67/employee/employer-forms.php

Home Payroll Leaves Benefits & Deductions Logout

**Employer Forms**

- Home Page
- Settings
- Directory
- Employer Forms

Welcome LISA GILLESPIE

**Business Office Forms**

- Check Request

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

**Employer forms can be accessed here by clicking on the desired form.**

**This page is still “under construction”. This area will continue to grow as more online forms are created.**

**Please contact me if you have a District form that you would like housed here.**  
[lgillespie@lfschools.net](mailto:lgillespie@lfschools.net)

http://alioweb.lfschools.net/d67/employee/employer-forms.php

This is your Pay Check Calendar located on the Payroll tab. The months are displayed here according to the calendar settings selected from the “settings” option on the home page.

**Home** | **Payroll** | Leaves | Benefits & Deductions | Logout

### Pay Check Calendar

Pay Check Calendar | View W-2s

Welcome LISA GILLESPIE

Click on highlighted days to view Pay Check/Advice Detail. ■ = Pay Day

Today < 2008-2009 >

July 2008							August 2008							September 2008							October 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5	27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8

  

November 2008							December 2008							January 2009							February 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	31	1	2	3	4	5	6	7
30	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14

  

March 2009							April 2009							May 2009							June 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11

**This is the View W-2s page located on the Payroll tab.**

Employee Portal - View W-2s - Windows Internet Explorer

http://aloweb.lfschools.net/d67/employee/view.php

Home Payroll Leaves Benefits & Deductions Logout

### View W-2s

Pay Check Calendar View W-2s

Welcome LISA GILLESPIE

#### View W-2s

Click [here](#) to download W-2 for 2006.  
Click [here](#) to download W-2 for 2007.  
Click [here](#) to download W-2 for 2008.

Employee Portal Version 3.9  
Copyright © 2006 Hammer Systems Corp. All Rights Reserved.

**All available W-2s will be located here. Click on the desired year to view or print.**

http://aloweb.lfschools.net/d67/employee/view.php

# This is your Leave Balances and calendar page.

**Employee Portal - Leave Balances - Windows Internet Explorer**

http://alloweb.lfschools.net/d67/employee/leave-balance.php?yr=2008&val=0

Home Payroll **Leaves** Benefits & Deductions Logout

## Leave Balances

Leave Type: All

Leave Type	Hours/Days	Beginning Balance	Earned FTD	Taken FTD	Ending Balance
<a href="#">Personal Leave</a>	HOURLY	11.50	24.00	16.00	19.50
<a href="#">Sick Leave</a>	HOURLY	312.50	104.00	117.50	299.00
<a href="#">Vacation Leave</a>	HOURLY	56.75	176.00	133.50	77.25

Legend: Personal Leave (Purple), Sick Leave (Red), Vacation Leave (Blue)

Calendar: 2008-2009

Callout 1: Click on a leave type or highlighted calendar date to view a detailed list.

Callout 2: You can choose to view "all" or a particular leave type here.

Callout 3: Color coded calendar legend

Callout 4: Choose year to view here.

Click on a leave type or highlighted calendar date to view a detailed list.

You can choose to view "all" or a particular leave type here.

Color coded calendar legend

Choose year to view here.

**This is the Active Deductions page.**

Employee Portal - Benefits - Windows Internet Explorer  
http://alloweb.lfschools.net/d67/employee/benefit-deduction.php?id=2

Home Payroll Leaves Benefits & Deductions Logout

### Active Deductions

Active Deductions Active Benefits

Welcome LISA GILLESPIE

Plan	Amount	Percent	Amount YTD	Start Date	End Date
PTD Dental Family Exempt 26 Pays	12.60	0.00	176.40		
P200 EXEMPT 26 Family	229.28	0.00	229.28		
IMRD IMRF Required Deduction	0.00	4.50	1,698.30		

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

**Here you can view your current active deductions.**

**This is your Active Benefits page.**

Employee Portal - Benefits - Windows Internet Explorer

http://alloweb.lfschools.net/d67/employee/benefit-deduction.php?bldid=2&id=2

Home Payroll Leaves **Benefits & Deductions** Logout

### Active Benefits

Active Deductions Active Benefits

Welcome LISA GILLESPIE

Plan	Amount	Percent	Amount YTD	Start Date	End Date
P20B EXEMPT 26 Family	445.07	0.00	445.07		
LTD LONGTERM DISABL	5.15		72.10		
IMRB IMRF District Required Benefit	0.00	8.80	3,321.14		
FTD TERM LIFE INS	3.93		55.02		
DEN Dental Family Exempt 26 Pays	37.79	0.00	529.06		
ADD ACC DEATH & DIS	1.21		16.94		

<< < 1 > >> Page: 1

Employee Portal Version 3.9  
Copyright © 2009 Weidenhammer Systems Corp. All Rights Reserved.

**Here you can view your current active benefits.**