



## Payroll Department

56 South Lincoln Street  
Stockton, CA 95203  
(209) 933-7001, Opt.1  
FAX (209) 463-3054

BOARD OF EDUCATION  
Kennetha Stevens, President  
Sofia Colón, Vice President  
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SUPERINTENDENT OF SCHOOLS  
Dr. Michelle Rodriguez

TO: SUSD Employees  
FROM: Tammy Reynolds, Payroll Operations Manager  
SUBJECT: **ONLINE PAYROLL STATEMENTS & LOG IN INSTRUCTIONS**

This letter is to inform you that effective with the March 2013 end-of-month Payroll, Direct Deposit paid employees will no longer receive a Payroll statement in the mail. All employees will be able to view and print statements online by following the instructions listed below.

A kiosk printing station located in the Payroll department lobby is available for you to view and print your Payroll statement(s) during business hours.

**This is a structural change only. It has no impact on your pay!**

### Online Payroll Statements Log-In Instructions:

1. Log into Stockton Unified School District webpage: [www.stocktonusd.net](http://www.stocktonusd.net)
2. From the home page, click on the "Teacher & Staff Resources" link that is underneath the "Shortcuts" menu. Select the "**Employee Online**" link from the Teacher & Staff Resources page.

## TEACHER & STAFF RESOURCES

### District Links

- [Administrative Directory](#)
- [Administrators' Informational Handbook](#)
- [Calendars](#)
  - [2015-16 Instructional](#)
  - [2015-16 Operations](#)
  - [2016-17 Instructional](#)
  - [Professional Development](#)
- [Directory - Schools](#)
- [E-mail](#)
- [E-mail Password](#)
- [Employee Online](#) ←
- [Fillable Form](#)
- [Sub Finder](#)
- [Technology](#)

### Staff Links

- [Common Core Resources](#)
- [Curriculum Resources](#)
- [Destiny Library](#)
- [Go Sign Me Up](#)
- [Google Apps for Education](#)
- [Gooru Learning](#)
- [Illuminate Staff Login](#)
- [Instructional Guides](#)
- [MAP Assessment](#)
- [Moodle Online Resources](#)
- [ParentLink](#)
- [Synergy \(District\)](#)
- [Synergy \(Home\)](#)
- [Synergy Tutorial Videos](#)

3. You will be prompted to input a user "User" and "Password".
  - a. User: User # will always be your personal District Employee ID #
  - b. Password: Your password is your entire social security # with no hyphens



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\*If you have logged in already, your password is one that you have created

A screenshot of a web browser window showing a login form titled 'Connect to susdprod'. The form has a blue header bar with the title. Below the header, there are two input fields: 'User:' and 'Password:'. Below the 'Password:' field is a blue 'Login' button with a small icon to its left. At the bottom right of the form is a blue 'Help' button with a question mark icon to its left.

4. You will be prompted to change your password and create one of your choice.
  - a. Login: District Employee ID #
  - b. Old Password: Your entire social security # with no hyphens
  - c. New Password: Create one of your choice. It can be numerical or alpha or both. It is not upper or lower case sensitive and up to 16 fields permitted
  - d. Confirm New Password: Re-enter your new password

A screenshot of a web browser window showing a 'Change Password' form titled 'Change Password - Connection: susdprod'. The form has a blue header bar with the title. Below the header, there are four input fields: 'Login:', 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below the 'Confirm New Password:' field is a blue 'Change Password' button with a small icon to its left. At the bottom right of the form is a blue 'Help' button with a question mark icon to its left.

5. Welcome Page: Follow the instructions listed on the page for directions in selecting your options




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Home

Welcome

 Stockton Unified  
SCHOOL DISTRICT

**Welcome to the new Employee Online for Stockton Unified School District**

Please click [HERE](#) for a short video on how to navigate the new Employee Online

Welcome to the Employee Online web site. In our continuing effort to provide you - a Stockton Unified School District employee - the most timely information, the District is offering you online access to view your leave balances.

In order to understand the information, you should be aware that the **accrual** information is up-to-date. The leave **usage** is current as of the end of the previous month and is updated every payday.

The accuracy of the information is dependent upon the timely and correct reporting by you to your site secretary and the submission of the information to the District business system. Please work through your site secretary to resolve inaccuracies.

Direct Deposit paid employees can view/print statements as of the January 2012 warrant forward. Employees that receive a physical check in the mail will be able to view/print warrants as of July 2012 forward.

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Should you have any questions or require additional information regarding this memo, contact the Payroll Help Desk at 209-933-7001, Ext. 1, or you may dial Ext. 2000 from an in-District phone.