Portal User – Login

You must first log in to the portal. For first time users your ID and password will be your employee ID in SISFin. See Payroll/Personnel department if you do not have this information.

First Time Login

As soon as you log in for the first time, you will see a message explaining how to change your User ID and Password. If you choose not to change them, just click the [Home] button.

Forgot Your User ID or Password?

Click on the button, Forgot Userid/Password and the information will be emailed to you. (Email addresses must be set up in the user's demographic record on the MISC tab.)
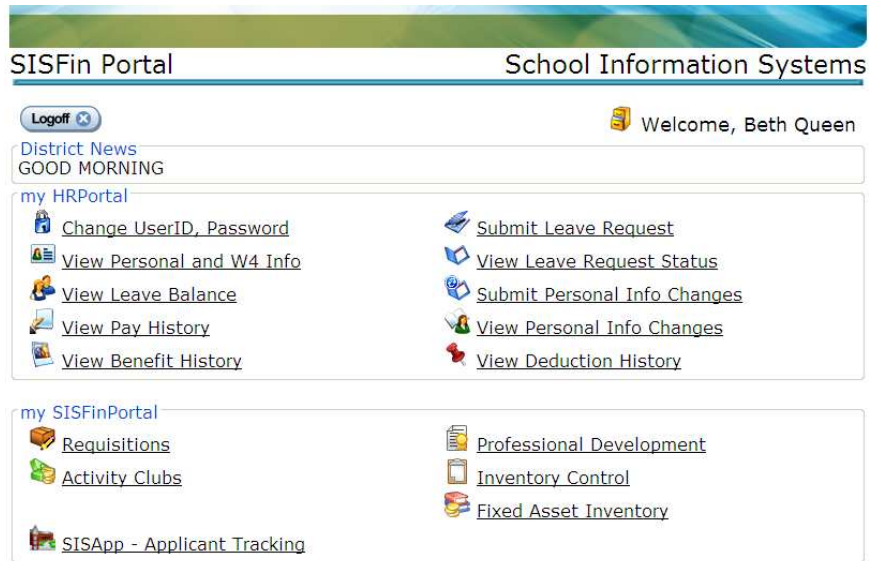

Portal Menu

Once you have logged in successfully, you will see the "Main Menu" screen.

The top portion of the menu contains HR related items.

The bottom portion of the menu is designated for other SISFin actions and or items.

Change UserID, Password

You can change your User ID and or Password anytime you are logged in by selecting "Change UserID, Password" from the Portal Menu.

View Personal and W4 Information

When viewing this screen, if you wish to make changes to your W4 withholdings, click on the icons provided for Federal IRS or State at the bottom of the page to print a blank W4 to be filled out and sent to Central Office.

Submit Personal Info Changes

If you need to request an address, name or phone # change, click the **Home** button and then click "Submit Personal Info Changes" link. Fill in the fields you wish to change and assign this request to a route for approval. Click the Submit button.

This does not actually change your information in SISFin. It is a request to have it changed. Keep in mind that some personal information cannot be changed until the proper legal documentation is provided.

Only fill out the information that is changing. Leave the rest of the fields blank.

View Leave Balance

This screen is only for viewing your leave balances. You will also see Leave detail of any type of leave you have used in the current fiscal year.

To make a Leave Request, click the [Home] button and choose the link "Submit Leave Request" from the main menu.

Leave Balance					
Leave Name	Start Year	YTD Earned	YTD Used	YTD Docked	Balance
Vacation	0.00 hours	40.00 hours	0.00 hours	0.00 hours	40.00 hours
Personal	0.00 hours	14.00 hours	0.00 hours	0.00 hours	14.00 hours
Sick	0.00 hours	80.00 hours	0.00 hours	0.00 hours	80.00 hours
Prof Leave	0.00 hours	80.00 hours	8.00 hours	0.00 hours	72.00 hours

Leave Detail					
Transaction Date	Leave	Units	First Day	Last Day	Description
9/30/2009	Prof Leave	8.00 hours	10/20/2009	10/20/2009	

Submit Leave Request

When submitting a leave request all fields containing * are required.

The Duration field should be entered in either hours or days depending on your system setting in SISFin. If you track leave by hours, enter number of hours you are requesting to be absent. If you track your leave by days, enter the number of days you are requesting off.

Use the drop down menu to choose which type of leave you are using for this absence.

Choose the route this leave request must go through using the drop down provided.

If a substitute is required for that period, please place a check mark in the field provided.

The comments screen is anything you wish to convey to the approvers and or to

payroll. Example: Please call J. Smith in as my sub.
Example: 2 PM daughter's doctor appt.

Using the drop down provided, choose which location you will be absent from.
If you only work in one location, you will only see one option.

	Submit Leave Request * = required entry
Name	June R Burton
From Date (mm/dd/yyyy)*	10 / 23 / 2009
To Date (mm/dd/yyyy)*	10 / 23 / 2009
Duration*	8
Type of Leave*	Sick
Leave Request Routing*	Leave - CO
Substitute Required	☐
Comments	type comment here
Location	School Information Systems

Submit ✓

View Leave Request Status

To view the status of your requests click the link provided on the main menu.

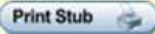|								View Leave Request Status
Step	Status	Note	From Date	To Date	Duration	Location	Date Requested	
1	Approved		Tuesday, Oct 20 2009	Tuesday, Oct 20 2009	8.00		Sep 29, 2009	This request has been posted. Contact your supervis want to cancel or change it.
2	Approved							
1	Pending		Friday, Oct 23 2009	Friday, Oct 23 2009	8.00		Oct 2, 2009	Cancel ✗
2	Pending							

You may cancel a leave request anytime prior to it being posted in SISFin by clicking the Cancel ✗ button. If leave has been posted please contact your

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Payroll department to cancel.

View Pay History

When viewing pay history, you have the ability to choose from which fiscal year using the "Year" drop down. If you want to print a pay stub, you must have adobe acrobat reader, (version 9 or higher) installed on the computer your are printing from. Click   button.

The View Benefits and View Deductions links allow you the same options as View Pay History.

Each time you want leave the current screen, click the home button to return to the main menu.