



Staff Portal Reference Guide

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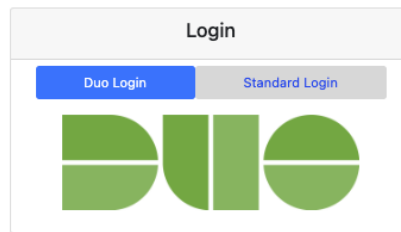
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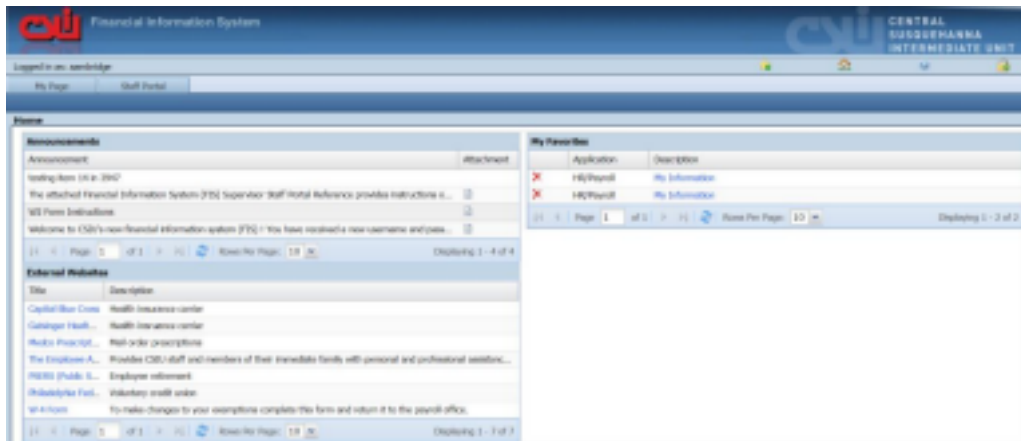
WELCOME EMAIL and INITIAL LOGIN

When Kutztown Area School District first sets up your account, you will receive a welcome email and a link to the staff portal. *Please note, the Duo Mobile app must be downloaded to any smartphone before proceeding with the Duo sign in process of the employee portal.* Upon receiving the welcome email, please complete the following steps to activate your login:

1. Select the link to the staff portal application that was provided in the email.
2. Select the green Duo button and complete the verification on the Duo app.



3. Enter your KASD email address and password.
4. This will take you to the home page of the CSIU Staff Portal.



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LOGGING INTO THE PORTAL

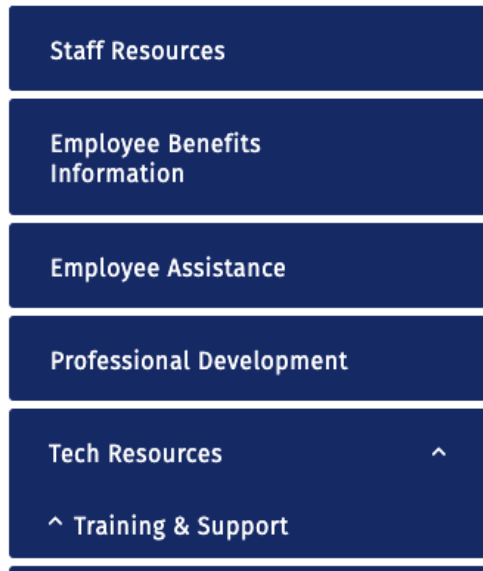
You may access the employee portal by either:

1. Direct link: <https://fis2.csiu-technology.org/KUTZ/> (bookmark for future use)

OR

2. The Staff page on KASD's website: www.kasd.org/staff
 - o Select the "Employee Portal" link under "Staff Resources"

Staff Portal



Staff Resources

COVID-19 Information

Helpful Resources

- [Department of Health Fact Sheets](#)
- [Current CDC COVID 19 Guidance](#)
- [Family Guidance Center Counseling Services](#)
- Identogo Customer Service line (844) 321-2101

Frequent Links

- [Staff Email \(GMail\)](#)
- [Employee Portal - CSIU My Absences, Pay History, Pay Calculator, W2 Forms, etc](#)
 - [Reference Guide for Staff](#)
- [ESS Absence Management \(To report or request an absence\) - ALL Employees](#)

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HOME PAGE

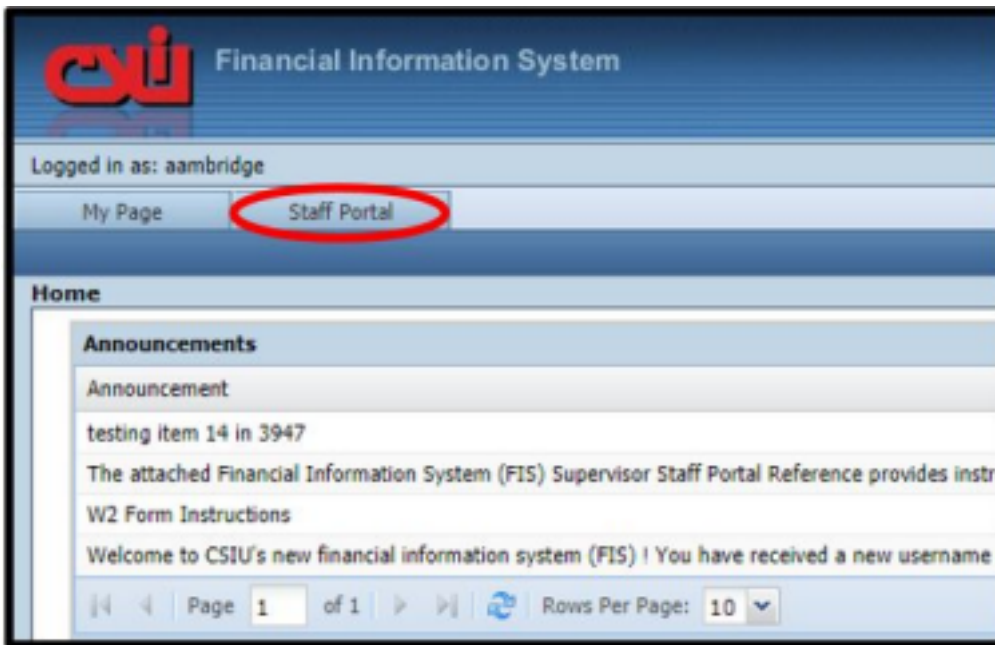
The Home page of the CSIU Staff Portal gives you access to the:

- Staff Portal – where you can access personnel and payroll information and salary and benefit information.

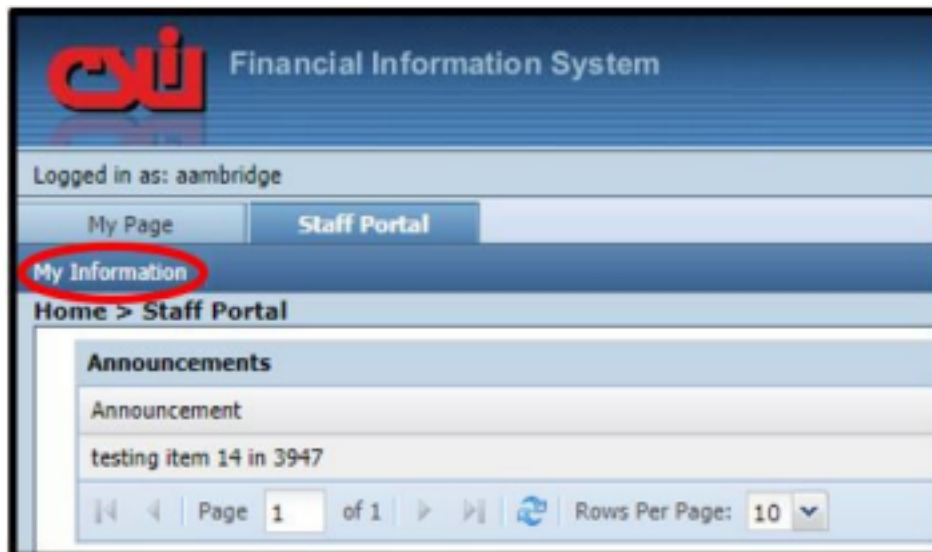
STAFF PORTAL

To navigate to the Staff Portal, follow these steps:

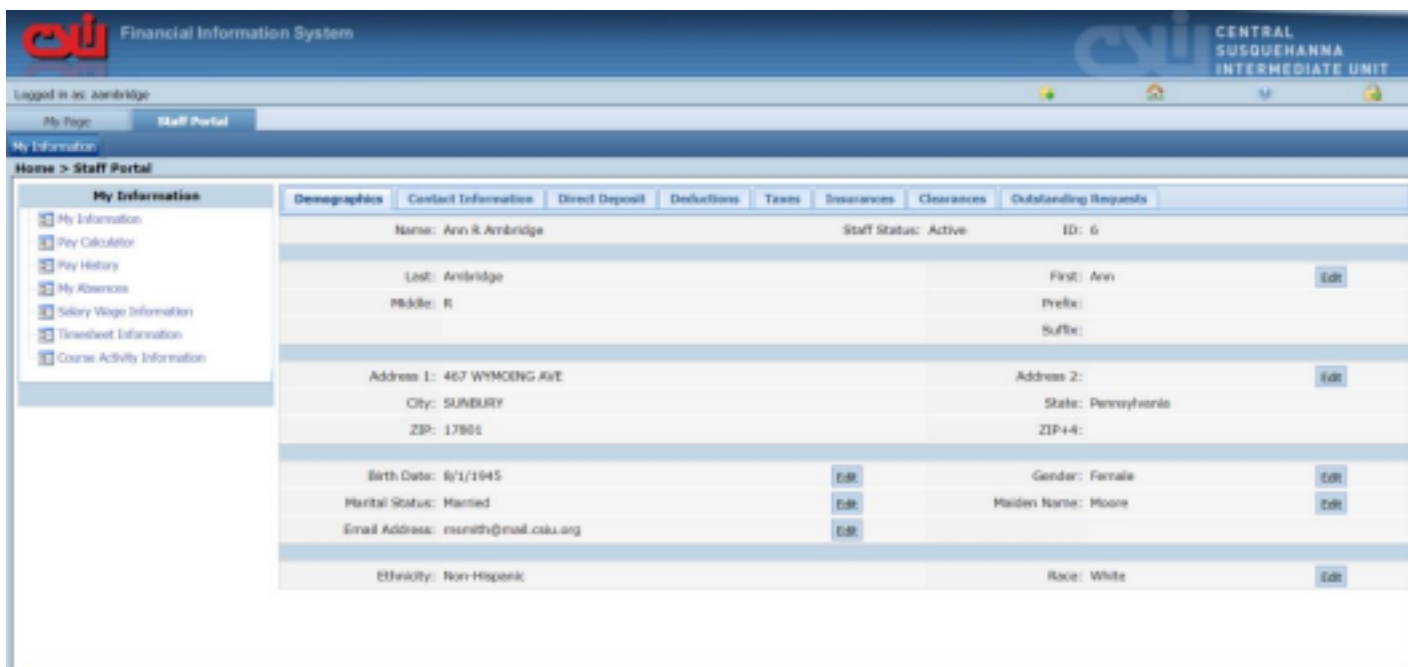
1. Select the **Staff Portal** link, which is located in the upper left of the page next to **My Page**.



2. Select the **My Information** tab, to access your information.



Once you select the **My Information** tab, you will see additional menu options and your *My Information* screen that contains your Demographic, Contact Information, Direct Deposit, Deductions, Taxes, Insurance, Clearances, and Outstanding Requests. You may select any of the tabs to view your related information.



My Information

Allows you to view and request changes to your basic HR/Payroll information. Please note that add and edit buttons are available for you to add information or request changes.

- **Contact Information Tab:** Update your phone number or edit your emergency contacts
- **Taxes Tab:** Make changes to your tax deductions. If you wish to make changes, you may select the Edit button and select the link for a W-4 form. You may upload your completed and signed W-4 for payroll to process.

All Adds and Edits go through the Business Office/Human Resources for approval before they take effect.

Pay Calculator

Allows you to update your Federal withholding information or deductions to allow you to calculate a pay to see the Net Pay results. Please note that this will NOT calculate an actual paycheck.

Pay History

Allows you to access, print, or view historical Payroll information.

My Absences

Allows you to access your current absence balance and view absence details. Please note that absence balances are updated approximately one (1) week in arrears.

Additional MY PAGE Features:

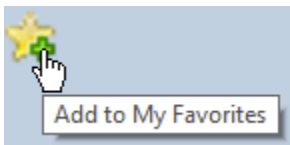
- View your email address. Only HR staff may change a work email address.
- Customize if the menus show to the left or right of the application using the Application Style field.
- Customize the color of your staff portal by using the Application Theme field.
- Customize the number of records that display in a grid.

ADDITIONAL NAVIGATION TOOLS

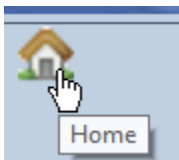
At the top of the Staff Portal, you may have noticed various icons. You can move your cursor over the icons for tool tips to help you identify what each icon does.



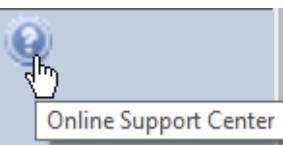
From left to right, the following icons allow you to perform various functions. Please note that some options may not be available to you.



The star icon is used to Add links to your favorites. You can click this icon to add the webpage to your My Favorites section of the homepage. This allows you to quickly access the webpage instead of navigating through folders.



The house icon is used to navigate back to the main Staff Portal page. The main (or Home) page allows you to view announcements and your My Favorites links.



The question mark icon is used to navigate to the online support center, which is the central location for software documentation.



The lock icon is used to logout of the application.