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- Add and change personal phone numbers and email adresses
  Please keep these updated as they change

***For name and address changes, Please email:
laurie.fielder@jonesboroschools.net.*

You must be on a computer on the JPS/state school network

To Register:

1. Go to above website

2. In the Database dropdown box select: Jonesboro School District

3. Click: Forgot your Password

4. In the Email Address or User ID box:

    type your JPS email address(This is your User ID)

5. Enter your Social Security Number with no hyphens. Click submit

6. Check your JPS email. You should have an email titled Password Recovery. Copy the password.

7. Return to EAC (Forgotten Password) and click on Return to Login Page

8. Database: Jonesboro School District

User ID: Your JPS email address

Password: Paste the password that you just copied from the email
Click the Login button

9. Change Password
Old Password: Paste the password that you just copied from the email
New Password: Your choice**
Re-Type New Password: same as New Password!

** Minimum length: 9
    Maximum length: 19
    Must have at least:
        1 lowercase
        1 uppercase
        1 digit
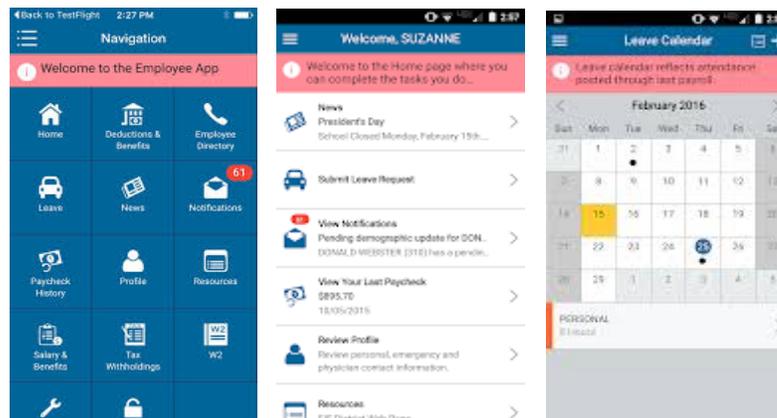   0 special characters
        Cannot be part of username

Using the eFinancePLUS Employee App

PowerSchool eFinancePLUS Employee App

Once you have set up your access on the JPS Network with a school computer,
This is the app you will download to your phone for your personal use.

eFinancePLUS

PowerSchool

Contents

Using the eFinancePLUS Employee App

This section provides a summary of the eFinancePLUS Employee App.

Select Your District

The first time you open the eFinancePLUS Employee App, you'll need to select your district. You can search for the district by name and state or by your current location.

To search by district name:

1. Tap District Name/State.
2. Enter the district's name in District Name.
3. Select your district's state.
4. Tap Search.
5. In the listing, tap on the district you want to choose and the Login screen will display.

To search for districts near your current GPS location:

1. Tap Near Your Current Location.
2. A list of districts within 100 miles of your current location will display.
3. In the listing, tap on the district you want to choose and the Login screen will display.

To search for districts near a zip code:

1. Tap Enter Your Zip Code.
2. Enter the zip code.
3. Tap Search.
4. In the listing, tap on the district you want to choose and the Login screen will display.

To view a list of districts you have previously selected:

1. Tap View Recent Districts.
2. A list of districts you have previously selected will display.
3. In the listing, tap on the district you want to choose and the Login screen will display.

Select a Different District

If you have access to multiple districts, or accidentally selected the wrong district, you can quickly switch districts via the Login screen.

1. On the Login screen, tap Select New District.

2. The district selection screen will display.

3. Use the options to search for a new district or tap View Recent Districts to see a list of districts you have already selected.

Log into eFinancePLUS Employee App

The user ID and password for Employee Access Center (EAC) and the eFinancePLUS Employee App are the same. Depending on your district's configuration, you may need to enter your email address or Active Directory login in the User ID field. Your district will inform users of the proper login credentials.

1. Enter your user ID.

2. Enter your password.

3. Tap Login.

> **Tip:** Save your user ID so you don't have to enter it next time. Use the Remember Me toggle to turn on this setting. You will be required to enter your password each time you log in.

Retrieve a Forgotten Password

Use the Forgot Password? link on the Login screen if you have forgotten your password. Enter your user ID and Date of Birth and tap Send Password to My Email to receive a temporary password via e-mail. You should change your password the first time you login using the temporary password.

If your district uses Active Directory, you will not be able to retrieve your password through the app. Follow your organization's procedure for changing your Active Directory password.

Navigate the eFinancePLUS Employee App

1. From most screens in the app, tap the Navigation icon in the top left corner. Tap the icon again to toggle between grid or list view.

2. Tap the icon to display. The list that follows includes all options that can be displayed on the menu. Which options display depends on the district configuration.

🏠	Home. Displays district news, resources, notifications, and quick links to submit a leave request, view the user's last paycheck, and review profile.
🏦	Deductions & Benefits. Displays deductions and benefits information. Allows the user to enter a new direct deposit deduction.
📞	Employee Directory. Displays the Employee Directory for the district.
🚌	Leave. Displays the Leave Banks. Allows users to add a new leave request. Allows users to view leave in a monthly calendar form.
📰	News. Displays the district's news.
✉	Notifications. Displays PLUS 360 alerts with an indicator of unread notifications.
💵	Paycheck History. Displays the user's paycheck history for dates specified by the district.

	Profile. View and make changes to the user's contact information, emergency contacts, and physician information. Set electronic consent for W2 and 1095-C forms.
	Resources. Displays links to other resources the district determines may be helpful.
	Salary & Benefits. Displays the user's salary and benefits information. Display-only.
	Tax Withholdings. Displays the user's federal, state, and local tax information. Display-only.
	W2. Displays PDFs of current and past year W2s for years specified by the district.
	Change Password. Allows the user to enter a new password. (Only available if the district is not using Active Directory.)
	Logout. Logs the user out of the app and returns them to the Login screen.

View Deductions & Benefits

1. Tap **Deductions & Benefits**.

2. A list of your deductions and benefits will display.

3. Tap the deduction to see detail.

Add Direct Deposit Deduction

1. Tap **Deductions & Benefits**.

2. Tap on the Deductions & Benefits screen.

3. Fill in the information for the new direct deposit deduction.

4. When the required fields have been completed, tap **Save**.

Using the Employee Directory

1. Tap **Employee Directory**.

2. To search for an employee, type their name, department, or location into the search bar. Results will filter as you type.

3. Tap on an employee's name to view detail.

4. To call or text an employee, tap on their phone number.

5. To email an employee, tap their email address to open your device's email client.

View Leave Bank and Calendar

1. Tap **Leave**.

2. The Leave Bank list will display. This will display the leave banks from your employee record and the Earned YTD, Taken YTD, and Balance for each. It will also show Pending Leave requests.

3. Tap **Calendar** to display the Leave Calendar view.

4. Tap a calendar day with an indicator (dot) to view details of type of leave requested or taken on that day.

5. Tap 🗐 **Leave Bank** to return to the list view.

View Pending Leave Requests

1. Tap 🚐 **Leave**.

2. The Leave Bank list will display. The Pending Leave section will show leave requests that have a status of Open, Need Correction, Denied, or Approved.

3. Tap a status to view the leave requests.

4. From the Pending Leave screen, tap a request to view the Leave Request Detail screen.

5. If a request needs correction, you can make corrections from the Leave Request Detail screen. Tap 💾 to submit your corrections.

6. Depending on your district's configuration and pending leave type, on the Leave Request Detail screen, tap the 🗑 to cancel the request. Alternatively, you can swipe left on the Pending Leave screen to cancel a leave request.

Submit Leave Request

1. Tap **Submit Leave Request** on the Home screen, or tap 🚐 **Leave** and tap ➕ **Add**.

2. Enter the leave request information.

3. Tap 💾 **Save**. Once the Leave Request has been submitted, it will appear in the Pending Leave section of the Leave Bank screen and on the Leave Calendar. Tap to see details.

View News

1. When on the Home screen, the most recent news item will display. Tap on the item to display detail information.

2. To see all news items, tap 📰 **News** from the Navigation menu.

3. News items will display from newest to oldest, per the effective date.

Notifications

1. When on the Home screen, the **View Notifications** item will show the number of unread notifications, as well as information on the most recent unread notification. Tap on the item to display details. If there is only one unread notification, you will be taken to the detail information for that notification. If there is more than one unread notification, you will be taken to the notification listing.

2. From the Navigation menu, tap 📩 **Notifications** to view the Notifications screen.

3. Unread notifications will appear with a closed envelope icon: ✉. Read notifications will appear with an open envelope: 📂 .

4. On the Notifications screen you can tap on a notification to view details. You can also swipe left to delete the Notification from this screen.

5. When viewing Notification details, you can delete the notification or return to the notifications listing, at which point the notification will be marked as read.

View Paychecks

1. When on the Home screen, the **View Your Last Paycheck** item will display your most recent paycheck information. Tap on the item to open a PDF copy of the paycheck.

2. To view all paychecks, tap **Paycheck History** on the Navigation menu.

3. A list of your paychecks will display, from newest to oldest for dates specified by your district.

4. Tap a check date to view a PDF copy of the check in your device's PDF viewer.

Update Profile

1. On the Home screen, tap **Review Profile** to access the Profile screen. On the menu, Tap **Profile** to open the Profile screen.

2. To change Contact information, tap **Edit** in the Contact Information section.

3. On the Edit Contact Information screen, you can update your existing employee information. Required fields are marked with a red asterisk. If your district has not configured a field to be edited on the app, you will not be able to access the field.

4. The Email, Home Phone, and Cell Phone fields have a **Listed in Employee Directory** toggle below the fields. Turn toggle on to display the field to other employees in the Employee Directory. Toggle them off to not show in the Employee Directory. The fields will default to not show in the directory. If you switch a toggle on or off, be sure to tap **Save** to save changes.

5. The Effective Date field determines when you would like the updates to take effect. It will default to today's date, which can be changed.

6. Tap **Save** to save changes. Updates made will be posted to the employee's record after review by the district. If there are updates pending approval, a message indicating this will display at the top of the screen.

7. To change Emergency Contact or Physician Information, tap **Edit** in the respective sections. Update fields as necessary and tap **Save**. You can chose a date for the changes to take effect in the Effective Date field. Changes made will be posted to employees records after review by the Human Resources Department.

Update Electronic Forms Consent

1. On the Home screen, tap **Review Profile** to access the Profile screen. On the menu, Tap **Profile** to open the Profile screen.

2. To change the way you receive W2 and 1095-C forms, tap **Edit** in the Electronic Forms Consent section.

3. The toggle will be switched on automatically, which indicates that your forms will be printed by the district and distributed to you. Switching the toggles off indicates that you will access your forms electronically through EAC.

4. Tap **Save**.

Open Additional District Resources

1. On the Home screen, tap **Resources** to open the displayed link.

2. To view all district resources, tap **Resources** on the Navigation screen.

3. A list of district-defined resources will display. Tap on a title to open the resource link.

View Salary & Benefits

1. Tap **Salary & Benefits**.

2. Your Compensation Detail, Salary, and Benefits Detail Annualized information will display. These fields are display-only.

View Tax Information

1. Tap **Tax Withholdings**.

2. Your Federal, State, and Local tax information will display. These fields are display-only.

View W2s

1. Tap **W2**.

2. A list of W2 forms will display. This can include current and past W2s, depending on your district configuration.

3. Tap on a year to open a PDF version of your W2 form.

Change Password for App

1. Tap **Change Password**.

2. Enter your current password in the Old Password field.

3. Enter your new password in the New Password field, and again in the Confirm Password field.

4. Tap **Save**. As long as the new password and confirmation are the same and the new password meets length and complexity requirements, your password will be changed. This will also change the password for your EAC login.

Log out of App

1. Tap **Logout**.

2. You will be logged out of the app and returned to the Login screen.

Troubleshooting

This section covers topics to help users and administrators troubleshoot the eFinancePLUS Employee App.

Why doesn't my search return the district?

The app uses the following rules when searching for a district:

- Your device has location services/GPS enabled.

- You should enter at least 3 characters of the unique text in the district's name.

- When searching by zip code or GPS location, the search returns only districts within a 100 mile radius of that location. Make sure the search location is not 101 or more miles from the GPS coordinates entered for your district in the District Discovery Tool.

What do I need to do if I forget my password?

You can tap the Forgot Password? link on the Login screen to reset your password. You will be required to enter your User ID and date of birth. This will also update your password for EAC.

If your district is using Active Directory, you will not be able to update your password from the eFinancePLUS Employee App. If you tap the Forgot Password? link, a district-configured message will display.

Why do I have to enter my user ID every time?

Unless you choose to save your user ID, you need to enter your user ID and password every time you log in. To save your user ID on the Login screen, turn the Remember Me toggle on. You will have to enter your password every time.

How do I switch to a different district?

The eFinancePLUS Employee App remembers the district that you last logged into so it is not necessary to search for the district when the app is opened. Typically, there is no need to switch the district. But, the Login screen includes a Select New District button to allow you to search for another district. If currently logged in, then you need to log out to display the Login screen.

I don't want other people from my district viewing my information in the Employee Directory.

If your district configuration allows, you can control the information that displays in the Employee Directory through the Profile screen. In the Contact Information section, you can set Listed in Employee Directory toggles for Home Email, Home Phone, and Cell Phone. Only the fields with this toggle On will display in the Employee Directory. These are set to Off by default and will not show in the Employee Directory.

Why do I see a Changes Pending message on my Profile?

When you submit demographic changes, your district must approve them through Effective Date Changes. Until they are approved and merged with your employee record, the eFinancePLUS Employee App will display a message indicating there are changes pending. The message will remain until the changes are approved, but you will see the changes reflected on the Profile screen upon submission.

How do I control which Notifications I am seeing?

If your district has Notifications enabled, you will see any PLUS360 Notifications you normally would see within the eFinancePLUS software or that are emailed to you.

You can adjust what notifications you receive on the Notifications Subscriptions page. This will affect your notifications in the Employee Mobile app, as well as in eFinancePLUS.

How do I see Leave Requests that I have submitted?

Once you have submitted a leave request, it will display in the Pending Leave section of the Leave Bank screen. When a user submits a leave request, it will have a status of Open. When it is fully approved, it will have a status of Approved.

Pending leave requests that are Approved, Need Correction, or Open will display on the Leave Calendar. Denied requests will not display on the Leave Calendar.

Can I cancel a Pending Leave Request?

Depending on the district's configuration for leave requests, you can cancel certain types of pending leave requests from the Pending Leave screen. To cancel a request, it must:

- Have a leave type of Approved, Needs Correction, or Open.
- Be within the range for cancellation set by your district.

The app is frozen or something went wrong. How do I stop it?

If the app is frozen, force it to close. Refer to the device's user guide for information on how to force apps to close.

For details, refer to the procedures for commonly used devices below.

iOS 8 or 9

Hold down the Sleep/Wake button until the red slider appears. Then hold down the Home button until the app closes.

or Press the Home button to display the Home screen. Double-tap the Home button to display the app pre-views in the multi-tasking bar. Press and hold the app you want to close. Swipe upward.

Android Devices

Display the device's Application Manager. Swipe through the list of apps and tap eFinancePLUS Employee App. Tap Force Stop. At the prompt, tap OK.
The next time you open the app, you'll be starting with a fresh session.