

Directions for Authorizing VBEA Dues Deductions through Employee Self Service-Wise

- 1-Go to VBCPS.com
- 2- If you are prompted to login you will need to use your school/network login (i.e.- josmith is the user name for John O. Smith) and network password.
- 3- Scroll to the bottom of the VBCPS Intranet page and click on Employee Self Service- Wise
- 4- Click on the Wise Employee Self Service Logo

The screenshot shows the VBCPS Employee Self Service Access Page. At the top, there is a search bar and a navigation menu with categories like Applications, Benefits & Pay, Calendars, Depts., Schools, Forms, Instruction & Assessment, Prof. Learning, Publications, and Services. A left sidebar lists various services such as AESOP, Applicant Tracking System, Asset Management, BuySpeed, Crystal Reports, Employee Self Service, Evaluation System, Focused Fitness WELNET, IEP Online, InSITE, LaserFiche Document Imaging, MyLearningPlan, Student Information System, Service Desk, School Dude, and SchoolNet. The main content area is titled 'Employee Self Service Access Page' and includes a 'WISE Employee Self Service (ESS)' introduction, a notice about browser compatibility, and a 'wise Employee Self Service' logo. A red arrow points from step 4 to this logo. On the right, there are sections for 'Notices' (Monday, August 19, 2013 2:11 PM, System Status Active), 'ESS Related Documents', 'ESS Information' (with links to AlertNow, Paperless Pay Statements, Login Instructions, ESS Introduction Memo, and Association Dues Memo), and 'Need Help' (with links to Employee Self Service Questions).

- 5- You will need to enter your user name and password. It is the same as your network/email user name and password. (i.e. josmith is the user name for John O. Smith)
- 6- After logging in you will see a menu bar on the left hand side. Select the Association Dues option.

The screenshot shows the 'wise Portal Home' page. A left-hand menu is expanded to show 'Employee Self-Service' with sub-options: 'Association Dues', 'Benefits', 'Pay', and 'Personal Information'. A red arrow points from step 6 to the 'Association Dues' option. The main content area features a 'Portal' header, 'Common Tasks', and 'Useful Information' (including 'Portal User Help'). The top right corner displays 'Welcome Kaitlin-PROD' and a 'logout' link.

- 7- You will then want to check off the box that says VBEA Teacher Full-Time. Then press Submit Changes.

The screenshot shows the 'wise ESS: Association Dues' page. A left-hand menu is expanded to show 'Employee Self-Service' with sub-options: 'Association Dues', 'Benefits', 'Pay', and 'Personal Information'. The main content area is titled 'Employee Associations Dues Deductions Authorization Form' and contains a table with columns: 'Select', 'Association', 'Pay Period', 'Amt', and 'Annual Dues'. A red arrow points to the checked checkbox in the 'Select' column for 'VBEA Teacher (Full-time)'. Another red arrow points to the 'Submit Changes' button at the bottom of the page. The table data is as follows:

Select	Association	Pay Period	Amt	Annual Dues
<input checked="" type="checkbox"/>	VBEA Teacher (Full-time)		\$28.38	\$567.60
<input type="checkbox"/>	VBEA Non-Teacher (Full-time)		\$15.23	\$304.60
<input type="checkbox"/>	Va./National Assoc. of Secondary School Principals		\$26.80	\$536.00
<input type="checkbox"/>	Va./National Assoc. of Elementary School Principals		\$19.25	\$385.00

Congratulations! You have now authorized your VBEA dues to be deducted from your paycheck. Deductions take place September through June. If you have any questions call the VBEA office at 486-0202 or e-mail Kaitlin.jensen@vbschools.com