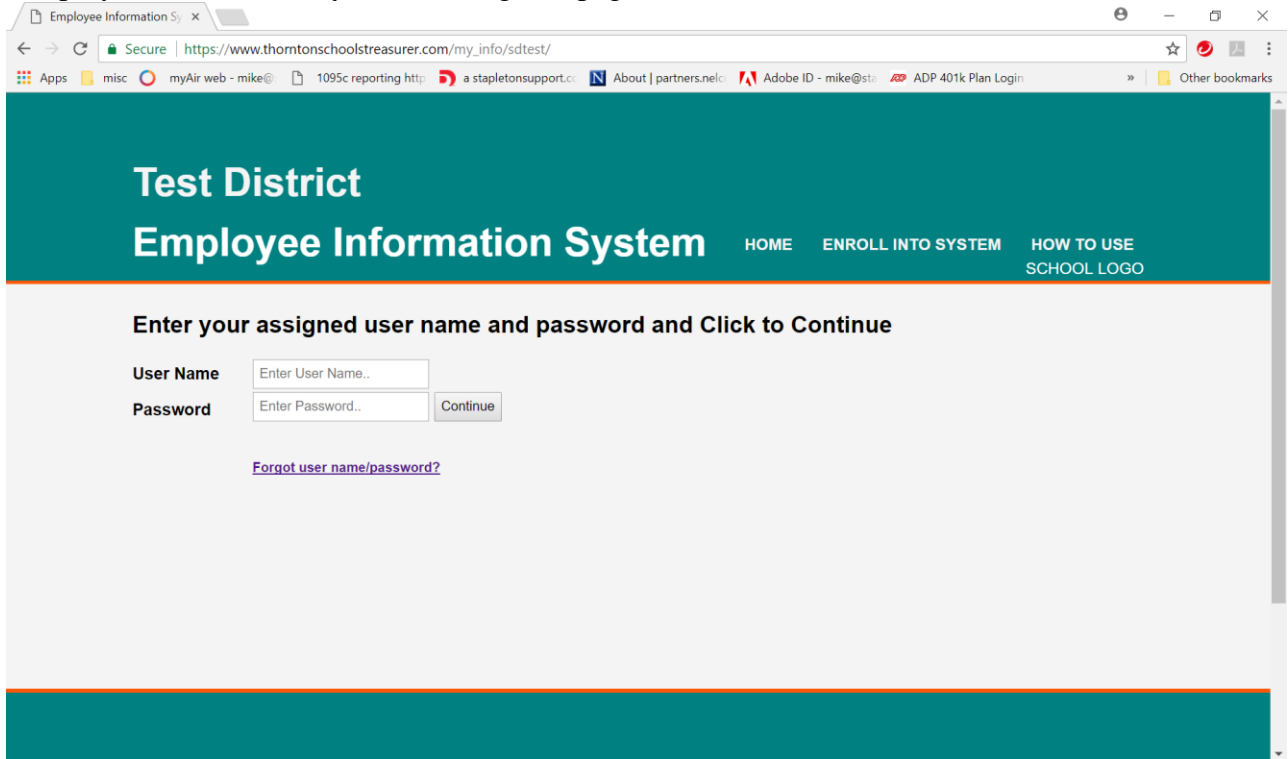


**Thornton Trustees of Schools
Web Based
Employee Information System**

https://www.thorntonschooltreasurer.com/my_info/sdx **x=your school district number**

Employee Information System user sign on page.



The screenshot shows a web browser window displaying the sign-on page for the Employee Information System. The page features a teal header with the text "Test District Employee Information System" and navigation links for "HOME", "ENROLL INTO SYSTEM", and "HOW TO USE SCHOOL LOGO". Below the header, there is a sign-in form with the following elements:

- A heading: "Enter your assigned user name and password and Click to Continue"
- A "User Name" label next to a text input field containing "Enter User Name.."
- A "Password" label next to a text input field containing "Enter Password.."
- A "Continue" button to the right of the password field.
- A link: "[Forgot user name/password?](#)"

This page is used to sign onto the EIS (Employee Information System). Enter your user name, tab to password and enter your password. Click on the Click to Continue button to log in.

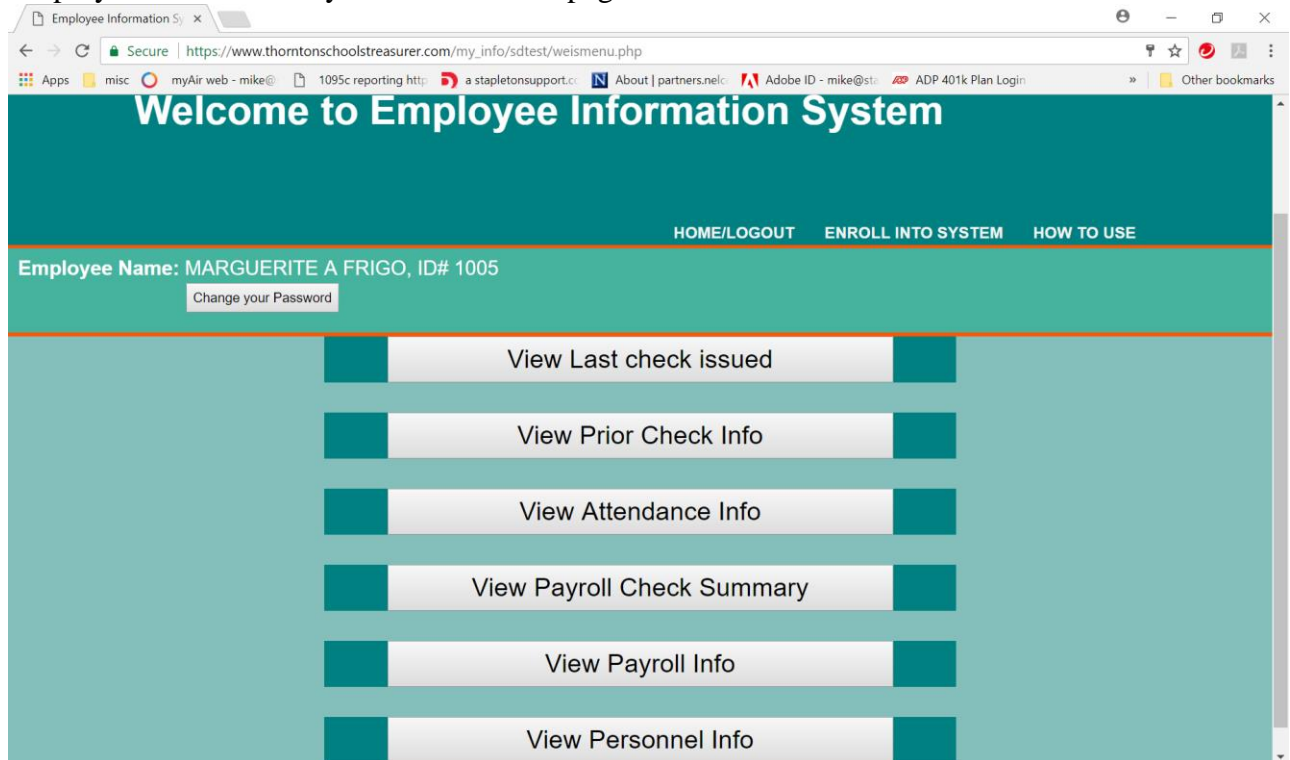
Note: You should obtain your User Name and Password from your district administrator in charge of the Employee Information System (EIS). You can change your password at any time once you are logged in to the system.

Note: You can also obtain your User Name and Password by clicking on the Enroll link on this page.

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Employee Information System Main Menu page



This page allows you to inquire on the following:

View Last check issued: Click on this button to view your last check issued. Once your check information is displayed you may print it by right clicking on the page and click print. Click on the **Back to menu** button to return to the main menu page.

View Attendance Info: Click on this button to view a summary of your attendance information. You will be displayed your attendance balances and a detail of the days you were absent. Click on the **Back to menu** button to return to the main menu page.

View Payroll Check Summary Info: Click on this button to view a summary of your checks by a range of dates. Enter the from month / from year and then the thru month / thru year of the check summary to view. Click on the **Click to Continue** button to view your check summary. Once your check summary displays you can click on the check number button to view the detail of the check.

Click on the **Back to menu** button to return to the main menu page.

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View Prior Check Info: Click on this button to view all checks for a specific month and year. Enter in the month / year to view and click the Click to Continue button to view all checks for the month and year input.

Click on the Back to menu button to return to the main menu page.

View Payroll Info: Click on this button to view payroll information.

Note: This page allows you to view your W2 form. You can click on the View w2 form for the year you want to view.

Click on the Back to menu button to return to the main menu page.

View Personnel Info: Click on this button to view personnel information.

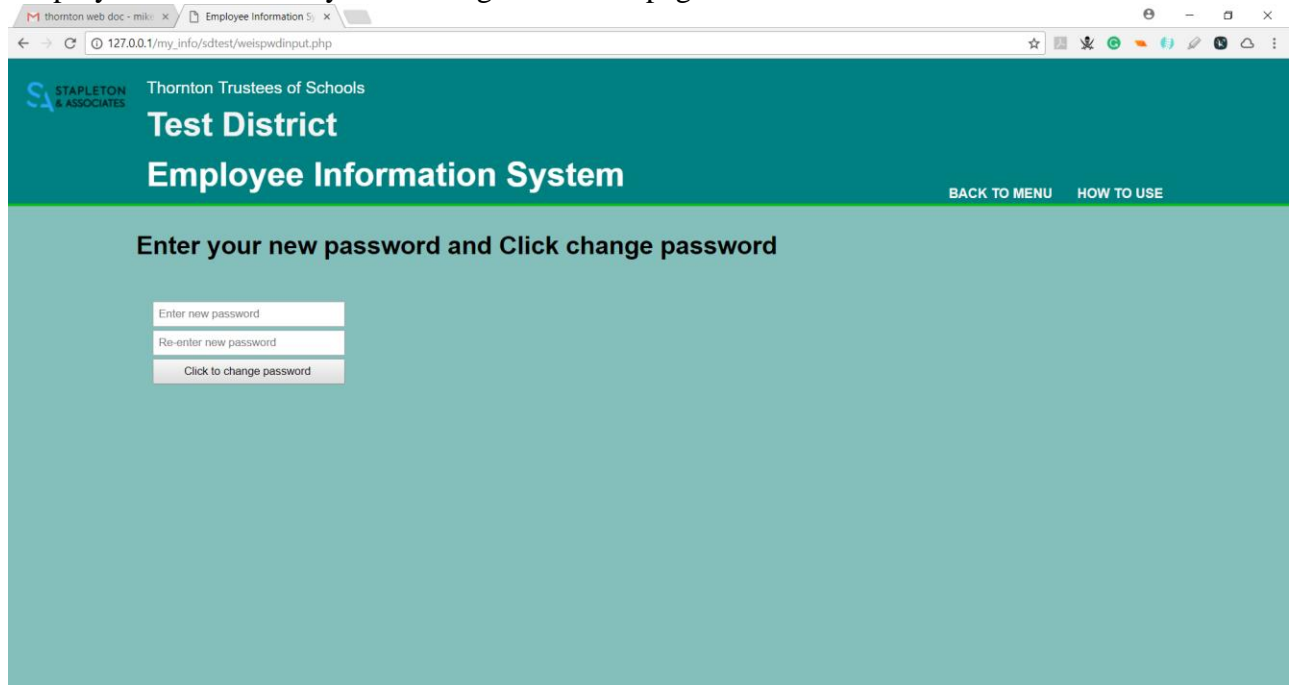
Click on the Back to menu button to return to the main menu page.

Note: You can change your password by clicking on the Change Password link at the top of the page.

**Thornton Trustees of Schools
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Employee Information System Change Password page.



The screenshot shows a web browser window displaying the 'Employee Information System Change Password' page. The browser's address bar shows the URL '127.0.0.1/my_info/sdtest/weispwdinput.php'. The page header is teal and features the 'STAPLETON & ASSOCIATES' logo on the left and the text 'Thornton Trustees of Schools Test District Employee Information System' in the center. On the right side of the header, there are links for 'BACK TO MENU' and 'HOW TO USE'. Below the header, the main content area is light teal and contains the instruction 'Enter your new password and Click change password'. This instruction is followed by three input fields: 'Enter new password', 'Re-enter new password', and a button labeled 'Click to change password'.

Enter your new password.

Re-enter your new password.

Click the Click to check password button.

Your password will be changed immediately. Make sure you remember it.

Note: If you forget your password you will have to contact the administrator of the Employee Information System at your district to reset the password or Enroll by clicking on the Enroll new user link on the User sign on page.

**Thornton Trustees of Schools
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Employee Information System Enroll new user page

Thornton Trustees of Schools
**Test District
Employee Information System**

HOME HOW TO USE

Enter your enrollment information and click Enroll

Enter your last name:

Enter your social security number:

Enter your birth date:

Enter User Name:

Enter Password:

This page can be used to enroll into the Employee Information System.

Enter your last name: Enter your last name exactly as it appears on your current payroll check or direct deposit form.

Enter your social security number: Enter your social security number without entering dashes.

Enter your date of birth: Enter your birth date without entering dashes.

Enter new user name: Enter the user name to be used for logging on to the Employee Information System. Typically it is your initial of your first name followed by your lastname. Do not enter spaces for your user name. Your user name must be unique to you.

Enter new password: Enter the password you want to use for logging on to the Employee Information System. This is a secret password that only you should know.

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Click the Click to Enroll button to enroll into the Employee Information System. Your user name and password will be ready for use as soon as it is entered as long as the system approves it. Remember your user name and password.

Note: If your enrollment is not approved it means some of your information input did not match your employee profile on the Employee Information System or that the user name you entered is already in use. You may re-enter it or contact the administrator of the Employee Information System at your district.

**Thornton Trustees of Schools
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EXAMPLE

View Last Check Page

School District: 777 Check Number 409427 Check Date 6/17/2011

Type of Check Exception Period End Date 6/17/2011

	Check amount	Cal. YTD	Fiscal YTD
	=====	=====	=====
Gross	2,107.20	2,107.20	34,576.78
less			
FEDERAL TAX	357.57	357.57	5,496.85
STATE TAX	105.36	105.36	1,035.51
SOC SEC	88.50	88.50	2,101.64
MEDICARE	30.55	30.55	501.39
PENSION			
TRS	0.00	0.00	0.00
IMRF	.00	.00	1,461.16
VOL DEDS	337.02	337.02	337.02
EIC	0.00	0.00	0.00
	=====	=====	=====
Net Pay	1,188.20	1,188.20	23,643.21
Taxable Gross	2,107.20	2,107.20	33,115.62

Earnings	Days/Hours	Rate	Current Amount	Calendar YTD	Fiscal YTD
=====	=====	=====	=====	=====	=====
OVERTIME X 1		22.55			789.25
OVERTIME X 1.5		33.83			693.52
OVERTIME X 2.0		500.00			500.00
UNUSED VACATION PAY		4603.80			4,603.80
UNUSED VACATION PAY		627.80			627.80
BD PD INS BEN	1.0000	2107.20	2,107.20	2,107.20	2,107.20
	=====	=====	=====	=====	=====
Gross Pay			2,107.20	2,107.20	9,321.57

Voluntary Deductions Description	Check Amount	Cal. YTD	Fiscal YTD	Tax Sheltered
=====	=====	=====	=====	=====
BLUE CROSS DENTAL	337.02	337.02	337.02	NOT SHELTERED
	=====	=====	=====	
	337.02	337.02	337.02	

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EXAMPLE

View Attendance Info:

Current year attendance info

Name: MICHAEL Q TRAINING

School District: 777

	Used Ytd	Remaining
Sick Leave	1.00	16.00
Vacation Leave	.00	.00
Personal Leave	1.50	1.50
Professional Leave	.00	.00
Miscellaneous Leave	.00	.00
Other Leave	.00	

Detail activity attendance info of days off

Att type	From	Thru	Units	Comments
ACC	MON 7/02/2010	- MON 7/02/2010	5.00	CARRY OVER LAST YR
ACC	MON 7/02/2010	- MON 7/02/2010	3.00	ACCRUE CURRENT YR
ACC	MON 7/02/2010	- MON 7/02/2010	12.00	ACCRUE CURRENT YR
PER	WED 12/01/2010	- WED 12/01/2010	.50	DOCTORS APPT.
PER	FRI 10/08/2010	- FRI 10/08/2010	1.00	* NORMAL ABSENCE
SIC	FRI 3/12/2011	- FRI 3/12/2011	1.00	SICK

Note: ACC is an accrual transaction.

**Thornton Trustees of Schools
Web Based
Employee Information System**

https://www.thorntonschooltreasurer.com/my_info/sdx **x=vour school district number**

EXAMPLE

View Payroll Check Summary Info:

Payroll Check Summary for range of dates
MICHAEL Q TRAINING

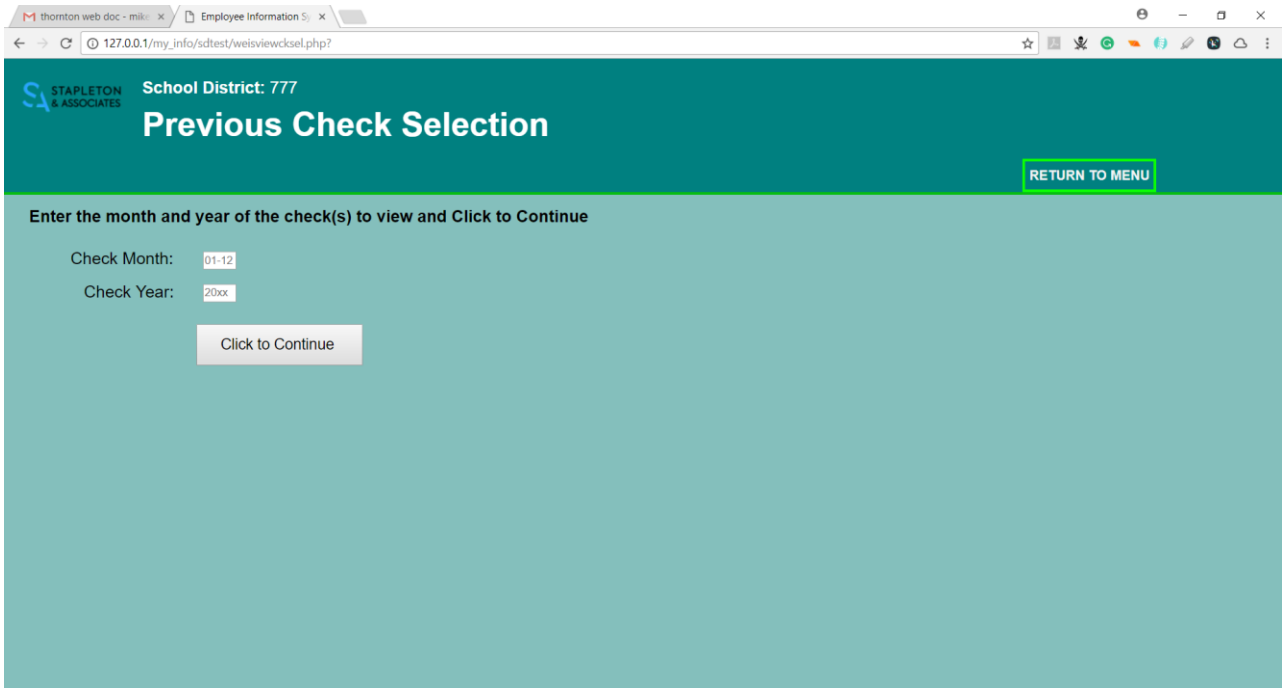
CHECK DATE	CHECK #	TYPE	GROSS	TAXABLE	NET	REISSUE INFO	VIEW
2010/07/01	390844	R	1,916.75	1,830.50	1,343.31		390844
2010/07/15	400655	R	1,916.75	1,830.50	1,343.31		400655
9999/99/99	TOTAL	R	3,833.50	3,661.00	2,686.62		TOTAL

**Thornton Trustees of Schools
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EXAMPLE

View Prior Check Info: Same as View Last check but with data from the month and year input.



**Thornton Trustees of Schools
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EXAMPLE

View Payroll Info:

School District 777 Employee Information

Current Payroll information for MICHAEL Q TRAINING

W4 Tax Status	M	
Federal Exemptions	1	
Additional Federal Tax		.00
State for Withholding	IL	
State Exemptions	1	
Additional State Tax		.00

[view 2011 W2-Form](#)

Click the browser back arrow button after viewing W2.

**Thornton Trustees of Schools
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EXAMPLE

View Personnel Info:

Current year personnel information for MICHAEL Q TRAINING

Demographic Info

Last Name	TRAINING
First Name	MICHAEL
Middle Name	Q
Street Address	1111 TRAINING DRIVE
City, State, zip	TRAININGVILLE, IL 60666-0000
Phone Number 1	888-5551213

Birth Date	10/08/1959
Hire Date	12/01/1984

Hours endorsed	12.00	to teach EDUC, MIDDLE SCHOOL
Hours endorsed	12.00	to teach EDUC, COUNSELOR