



# Employee Portal User Quick Reference Guide



This guide is meant to be used as a quick reference for the main steps required for users to log in to and use the features of the Employee Portal. Before starting, you must have your login and initial password.

**PLEASE MAKE SURE YOU ARE PUTTING AN "S" IN THE WEB ADDRESS: [https://](https://swportal.swsd.k12.pa.us/soweep)**

## Log in to the Employee Portal

1. Go to a web browser and type in the following web address:

<https://swportal.swsd.k12.pa.us/soweep>

Please bookmark this website for future use.

2. You are now at the login page for the Employee Portal.
3. Enter your login which is the first initial of your first name and the first initial of your last name (all lower case) and then the last four digits of your social security number. *example: ab1234*
4. Next enter your password. The initial password is the last four digits of your social security number.

You only need to complete steps 5-7 the first time you log in, unless you choose to make additional changes.

5. Enter a new password and enter/change your e-mail address. The new password must be between 6-30 alphanumeric characters.
6. Create a password question and answer to use in the event that you forget your password.
7. **SAVE** the changes.
8. The **MESSAGE CENTER** and **EMPLOYEE** tab will display.

Available options on the **EMPLOYEE** tab will vary.

## Message Center Tab

By default, the **MESSAGE CENTER** displays available messages loaded by your district. These messages consist of text and can include attachments or a link to a valid URL. Initially, the first 50 characters of each message display in the grid. Click a message link to display the full message.

## Employee Tab

1. Click the **EMPLOYEE** tab to display all available employee options.
2. Select each option to access that online feature.

## Pay History

1. By default, the current year displays in the **Year** field. As needed, select a different year from the drop down list box. All checks display.
2. Click the desired **Check Number**. The stub for that date will display.
3. Review the check stub. You can use your browser's print feature to print the check stub.

## Absences

1. Click the **ABSENCE** tab to display your absence types with current balance information.
2. To view the history detail for one absence type, click the **Absence Code** link. The absence information displays for review.
3. To view or generate a report for one absence type, select the **Absence** and then click the **Print** button. To review all history in date order, select the **Review All** button. Then, click the **Print** button to print the report.

The **Request Absence** tab has been disabled.

## Personnel

The **Personnel** tab displays all available information. If you need to make a change to this information please contact the Business Office.

## Pay Calculator

Default information displays. If adjustments to wages, taxes, or voluntary deductions are desired to preview a Net Pay calculation, enter the new information and **Submit** the request.

Select **Calculate**. Select **Report** to print a copy. To request a change, please contact the Business Office.