Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615

MEMORANDUM

TO:

FROM: Cassee Olin, Director of Accounting CSO

RE: Alio Employee Portal Registration Instructions

DATE: February 12th, 2013

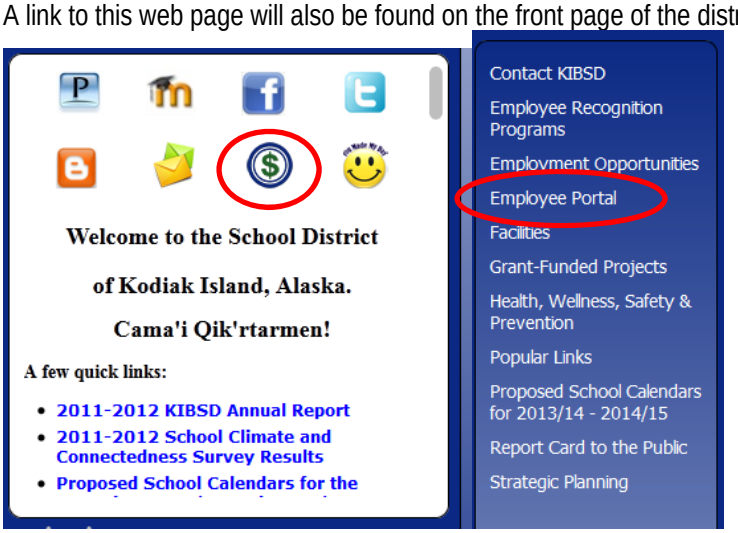
Starting with the February 22nd, 2013 paycheck the Kodiak Island Borough School District will stop issuing paper payroll advices in an effort to save funds by not printing or mailing advices to employees. From this point forward all Employee payroll information can be accessed via the new District Employee Payroll Portal! This program, which is a feature of the District's ALIO financial accounting software package, gives employees the ability to log on and view all of their payroll related information including benefits, deductions, leave balances, and compensation. The Employee Portal is available to all staff at any time with any device including smartphones.

This is a step-by-step guide to accessing the Alio Employee Portal login page on the Internet. The Employee Portal is a secure, password-protected online access point for Kodiak Island Borough School District's employees to view their own Payroll and Leave information as it appears in the district's employee database.

If you should have questions or need help setting up your account, please feel free to email me back at colin01@kibsd.org or give me a call at 907-481-6116. Also you may contact Nanci Sharratt at nsharratt01@kibsd.org or at the following number 907-481-6104.

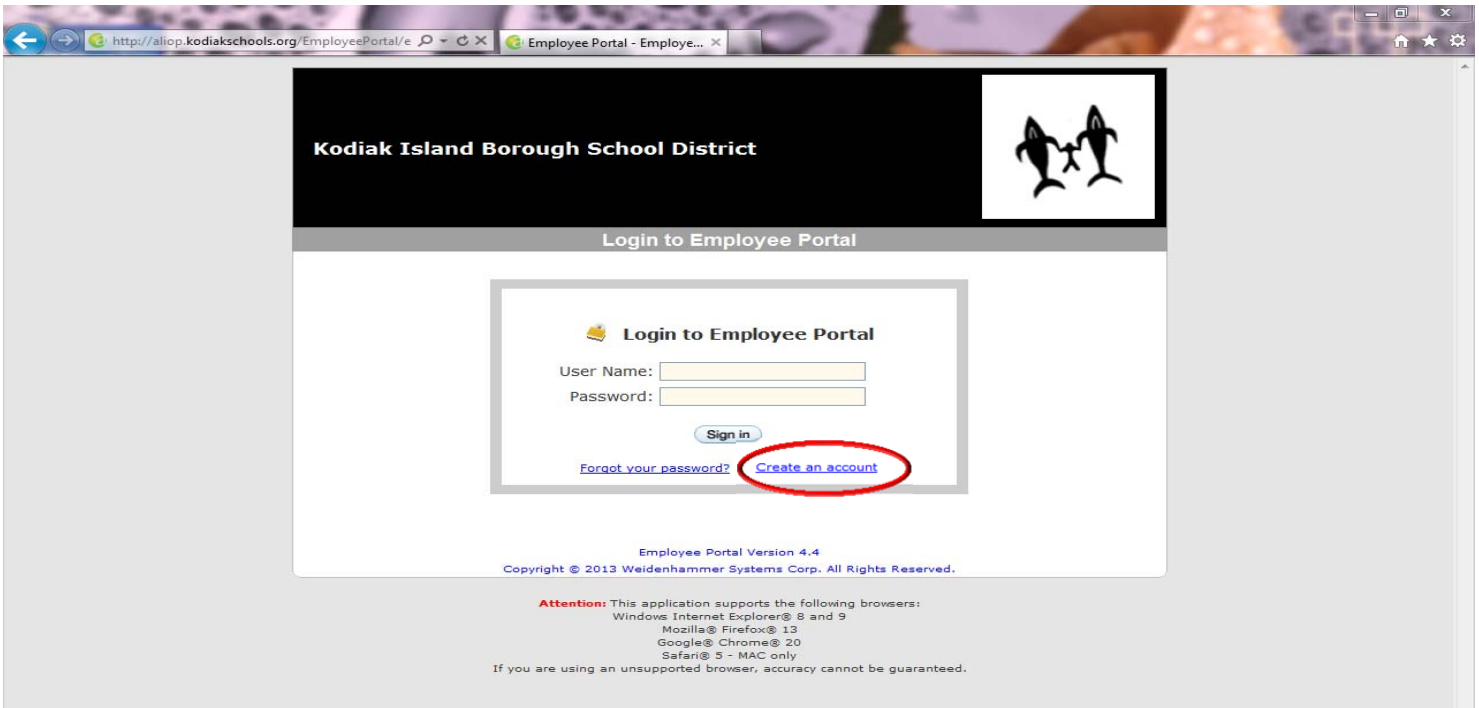
These are instructions for creating an Employee Portal account as a first-time user:

STEP 1:
Go to the Alio Employee Portal login page on the internet:
http://aliop.kibsd.org/EmployeePortal/employee/login.php
A link to this web page will also be found on the front page of the district's website, www.kibsd.org with the following icons:



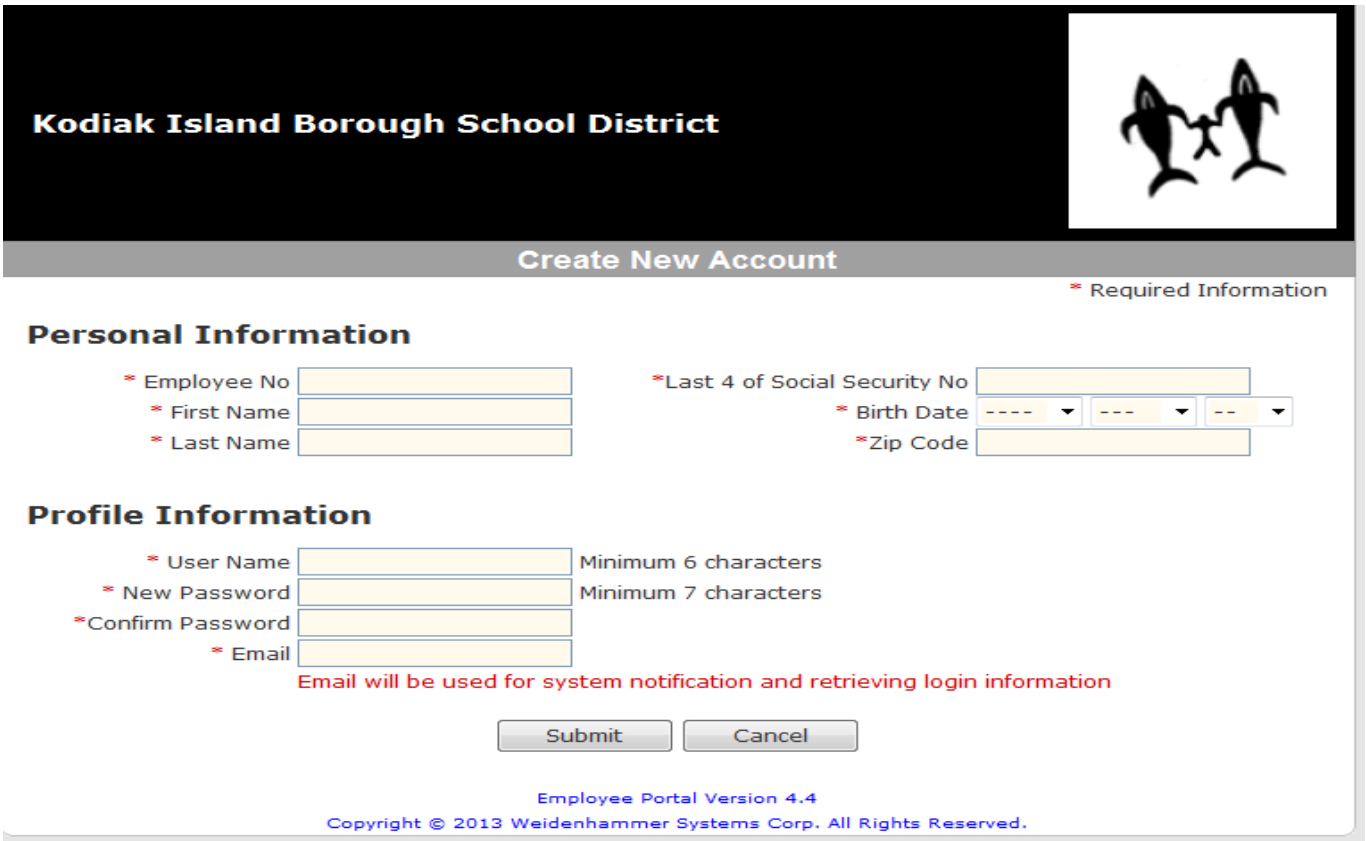
STEP2:

You will reach this Employee Portal login screen. Click on the "Create an Account" link to set up your user account.



STEP 3:

You will then reach this "Create New Account" screen. Fill in the information requested in the blank fields.

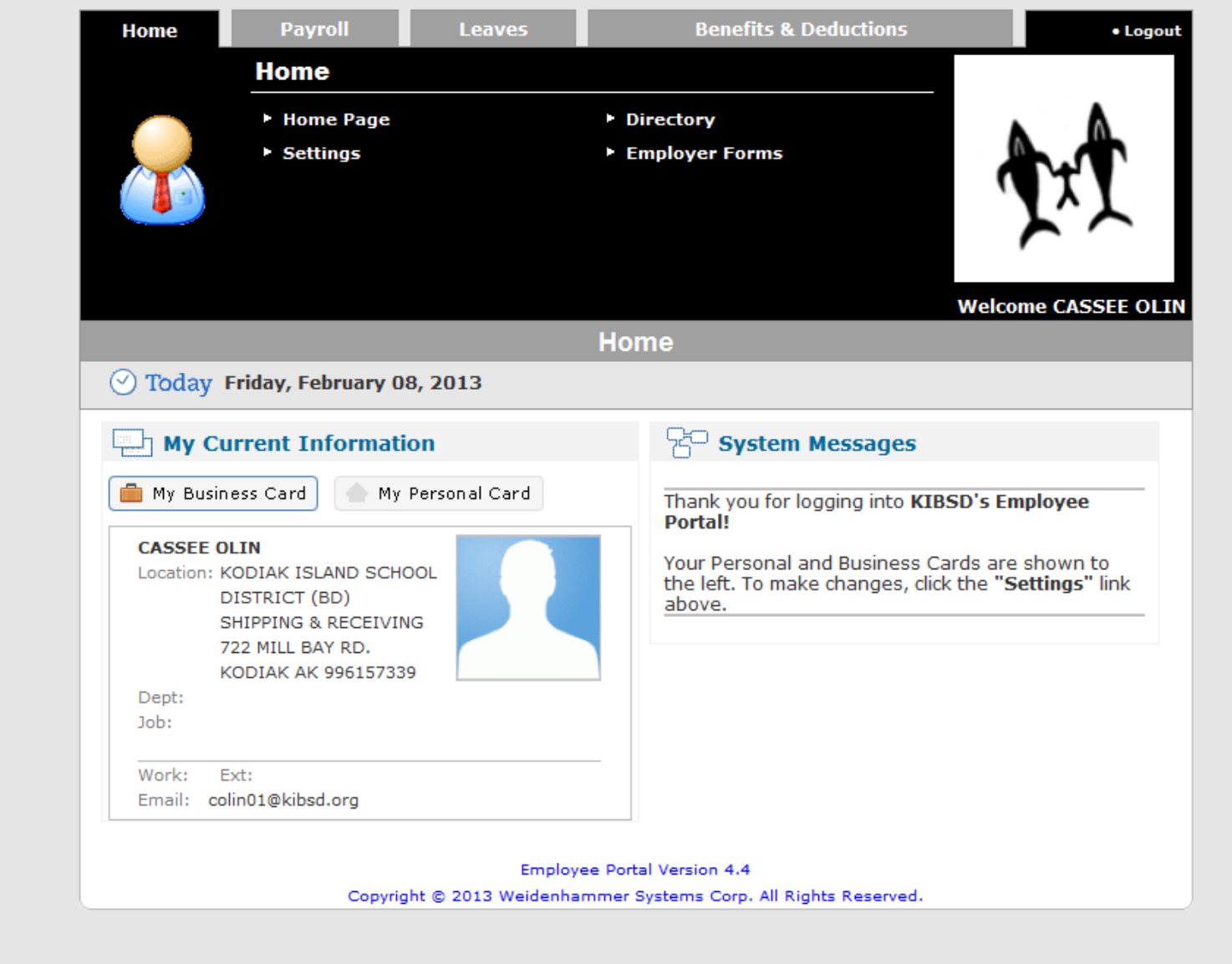


- You will need to fill in all of the blank field on this screen.

- The Personal Information must be exactly the same as how it appears on your previous paycheck/payroll advice printouts.
  - "First Name" should contain only the first name used on your previous paycheck/payroll advice printouts.
  - "Last Name" should contain the entire last name used on your previous paycheck/payroll advice printouts, including hyphenated names.
  - Middle names, middle initials, maiden names, etc. that may also be used on your paycheck/payroll advice printouts should not be included in either of these fields.

STEP4:

Once registration is completed. Log back into the Employee Portal. Once you sign in the Portal will open to your Home Page. (This is the first tab of the four available across the top of the screen.)



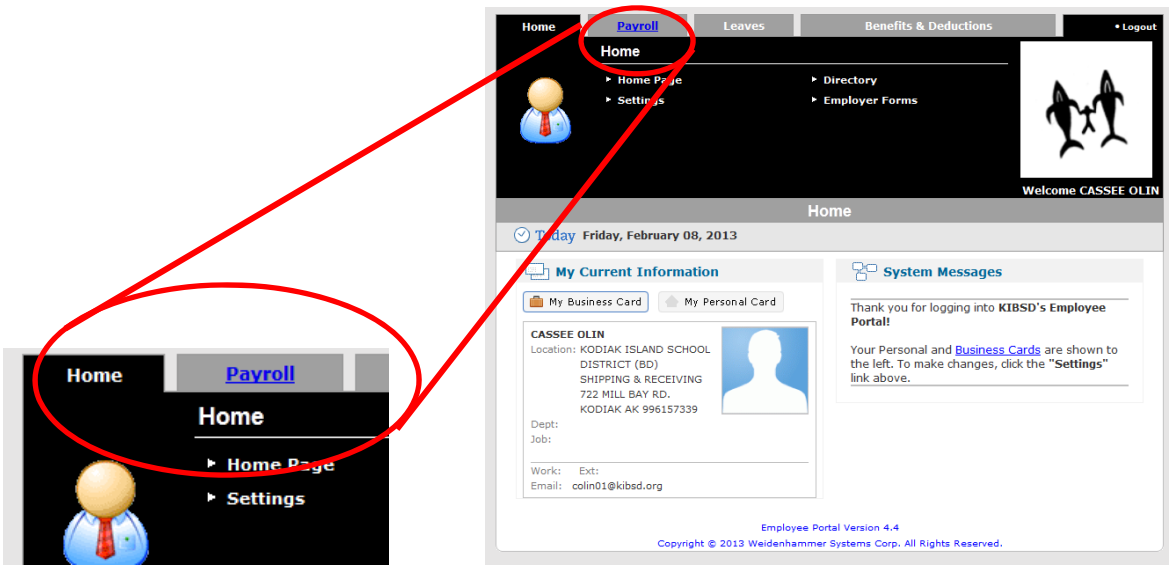
Click on the "My Business Card" and "My Personal Card" to see the address, email, and phone number information the district has for you in the employee database.

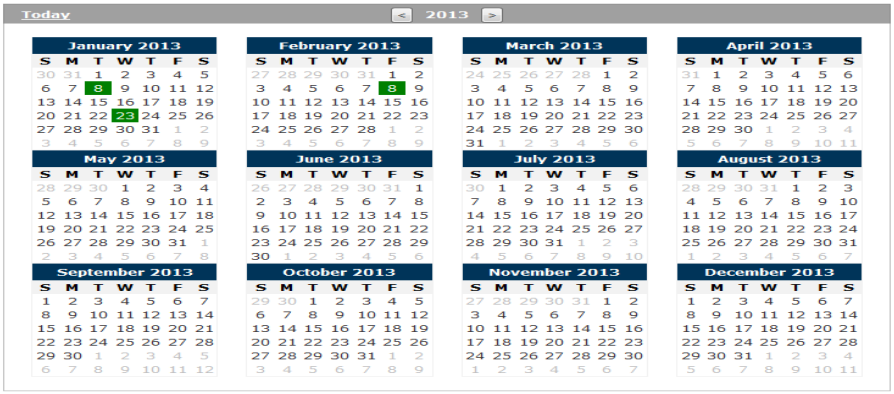
This information can be viewed but not changed, via the Employee Portal. Changes to the personal information may be submitted to the Business Department.

STEP 5:

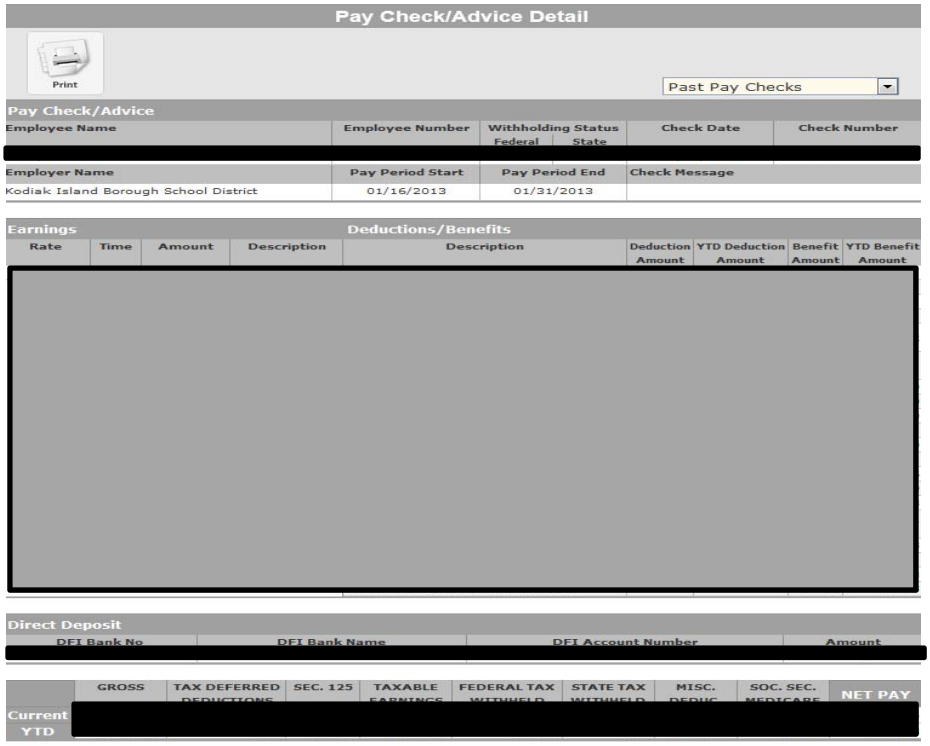
Go EXPLORE all the different tabs.

To access your payroll advice, click the payroll tab





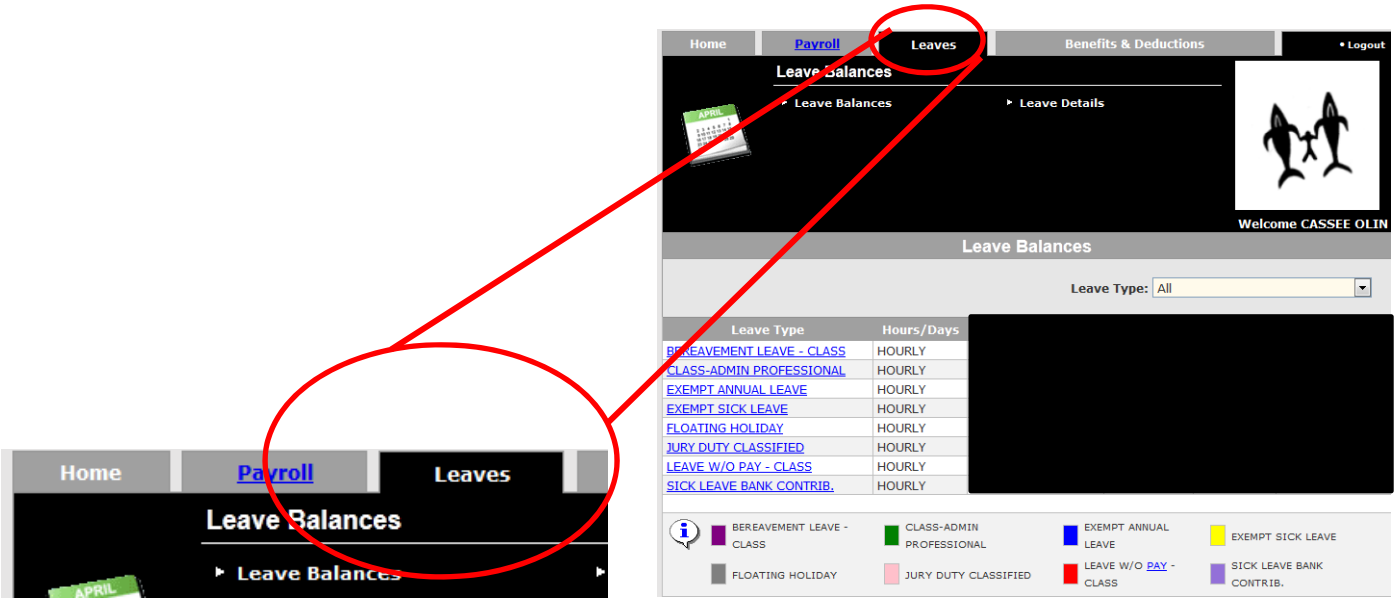
This will open the payroll calendar view. Each payday is marked with a green square. To view your payroll advice for a given day, click a green square.



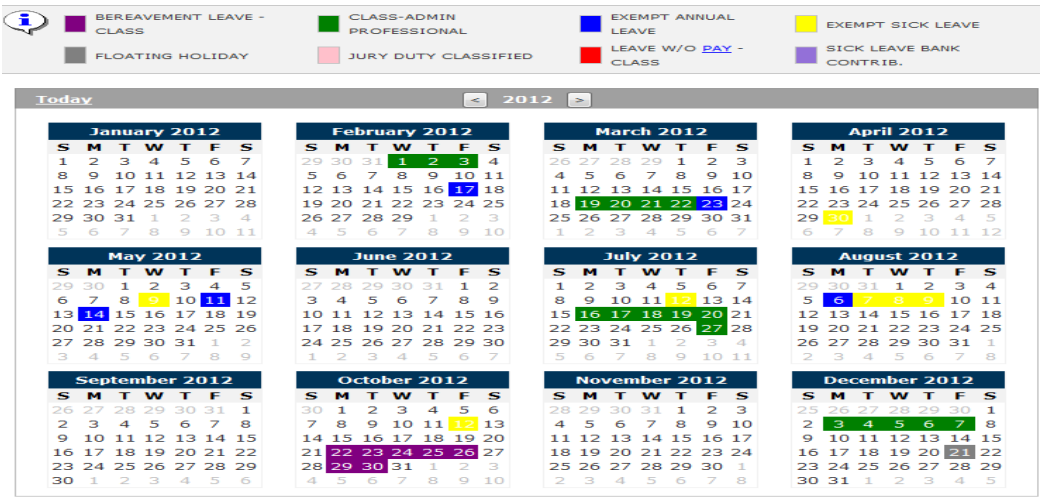
You will now see your payroll advice for the date you selected. You can quickly view a different payroll advice by using the drop-down in the upper right side of the page. You can print the pay advice by clicking the printer icon on the left side of the page.

Navigating the Leaves Tab

Use the Leaves tab to display a table showing the beginning balance, earned FTD, taken FTD, and ending balance for each leave type that you accrue. You can also view a calendar that shows when you have scheduled leave days. The type of leave is identified by the color highlighting the date.



You can also view a calendar that shows when you have scheduled leave days. The type of leave is identified by the color highlighting the date.



Leave Details

Leave Type EXEMPT ANNUAL LEAVE

Leave Type	From	To	Description	Duration	Dock	Hour/Day	Posted
EXEMPT ANNUAL LEAVE	02/08/2013	02/08/2013	ACCRUAL	7	0	HOURLY	POSTED
EXEMPT ANNUAL LEAVE	01/23/2013	01/23/2013	ACCRUAL	7	0	HOURLY	POSTED
EXEMPT ANNUAL LEAVE	01/11/2013	01/11/2013		-3	0	HOURLY	POSTED
EXEMPT ANNUAL LEAVE	01/08/2013	01/08/2013	ACCRUAL	7	0	HOURLY	POSTED
EXEMPT ANNUAL LEAVE	12/21/2012	12/21/2012	ACCRUAL	7	0	HOURLY	POSTED
EXEMPT ANNUAL LEAVE	12/07/2012	12/07/2012	ACCRUAL	7	0	HOURLY	POSTED
EXEMPT ANNUAL LEAVE	11/21/2012	11/21/2012	ACCRUAL	7	0	HOURLY	POSTED

You can view leave details using one of the following methods:

- **Click the Leave Details link.**
- **Click a Leave Type link in the leaves table.**
- **Click a highlighted date in the leaves Calendar.**