

# Clawson Public Schools - Employee Online

Employee Online (EO) is a web-based portal enabling Clawson Public Schools employees to easily access various employment and pay-related records and forms AND is available from both inside and outside the district network. To protect confidential information, EO requires users to log in using a valid employee username and password.

## Instructions to Log in to the Employee Online (EO) Portal

- Go to: <https://clawson.mipeer.org/employeeonline>
- Log In:
  - Your User Name is your Employee ID (you will receive your Employee ID in a separate email).
  - Your password (for first time login) is your social security number (with no spaces or dashes). You will then be prompted to change your password.



## EO Information

- Upon logging in to EO, two TABs are available for view: “**Employee Online**” and “**Leave Tracking**.”
- The “**Employee Online**” Tab will access your record and pay information **beginning November 8, 2019**.
- The “**Leave Tracking**” Tab will access your leave activity from October 21, 2019.
  - Click on the Leave Type drop-down box to select either “Vacation Balance”, “Sick Leave Balance, OR “Personal Business”.
  - Click “Submit” for your balance.



The **Leave Tracking** area displays balances for each type of accrued leave for the employee. Year-to-date balances reflect leave balances as of the last pay period processed.

**Note:** Pay-Related history for dates **prior to November 8, 2019** will not be converted to Employee Online. To retrieve that information, go to <http://advantage.oakland.k12.mi.us>.

## Need Assistance to Log In to Employee Online?

If you do not remember your username or password please click [here](#). If you are still unable to login, please contact the Oakland Schools Help Desk for assistance at **248.209.2060** or submit a Service Desk ticket at <http://servicedesk.oakland.k12.mi.us/ba>

## EO Navigation Bar

The EO table on the **following page** describes the areas available for viewing on Employee Online. Additional information may be available in the future and will be introduced via the EO Home [Message Page](#) area.

## Employee Online Dashboard

<b>EO Home</b>	<b>Message Page</b> The EO Message Page contains informational data and instructions on EO use.
	<b>Forms</b> The EO Forms area contains PDF forms related to employee records and pay such as: Name & Address changes, W4 Forms, and Direct Deposit forms and more.
<b>Personal Information</b>	<b>Home Address</b> Employee's Home Address
	<b>Emergency Info</b> Employees may at any time update and add new emergency contacts. This can be completed online with no form and no date restraints.
<b>Pay Information</b>	<b>Direct Deposit</b> The EO Direct Deposit area displays all employee pay deposited via EFT.
	<b>Deferred Comp</b> The EO Deferred Comp area displays all employee contributions to 403Bs and 457s.
	<b>Check Stub</b> The EO Check Stub area displays all employee check stubs beginning with the pay of <i>November 8, 2019</i> .
	<b>Tax Info</b> The Tax Information area displays employee Federal and State Tax Filing Status, Exemptions and Additional Withholding
	<b>What If</b> The What If area is used to see what pay, exemption or deduction changes will look like on an employee's pay check.
	<b>W2 Info</b> W2s will be displayed beginning with 2019 W2s in January 2020
	<b>Job Information</b>
<b>Current Job</b> The Current Job area displays all positions for employee.	

**Note:** PRIOR YTD on 2019 paystubs refers to all 2019 earnings converted from the prior payroll system.