

# ALIO Employee Portal

## Creating an Account

Go to the following URL:

[https://alio-port.morton709.org:7443/ESP/\(S\(obzmgusrxcnipqkcb4u42pev\)\)/Login.aspx?ReturnUrl=%2fesp](https://alio-port.morton709.org:7443/ESP/(S(obzmgusrxcnipqkcb4u42pev))/Login.aspx?ReturnUrl=%2fesp)

A screenshot of the 'Sign In to Employee Service Portal' page. It shows a dark grey header with the title. Below the header, there are two white input fields for username and password, and a 'Sign In' button. To the right, there are links for 'Forgot your password?' and 'Create an account'. Below these links, there is an 'Attention' section listing supported browsers: Windows Internet Explorer 8, 9, & 10; Mozilla Firefox 20; Google Chrome 26; and Safari 6 - MAC only. A note states that functionality cannot be guaranteed for unsupported browsers.

[Need Help?](#)



Version 6.4.3

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Select the "Create Account" link.

## Create New Account

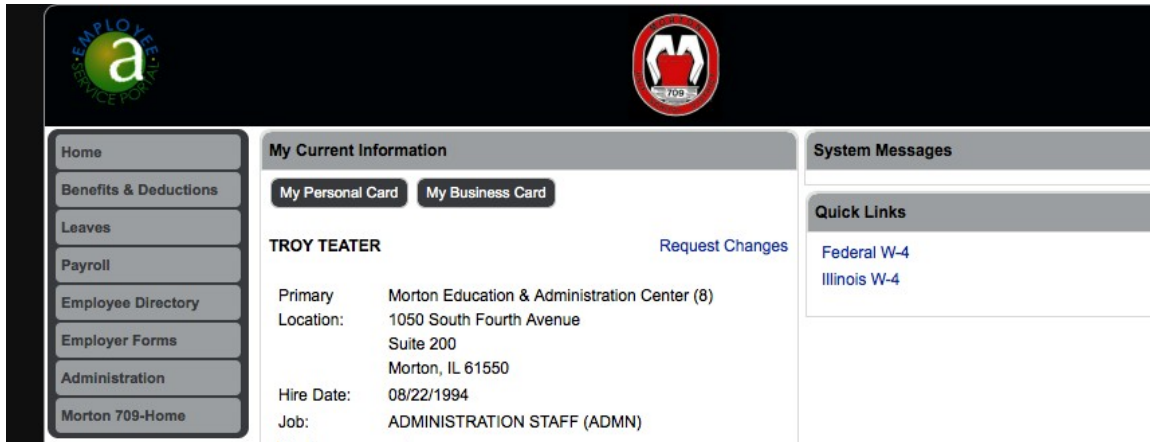
If you do not know your employee number, you can contact the secretary in the main office and they can assist you.

A screenshot of the 'Create New Account' form. It is divided into two sections: 'Personal Information' and 'Profile Information'. The 'Personal Information' section includes fields for Employee No, Last Name, Birth Date, First Name, Last 4 of Social Security No, and Zip Code. The 'Profile Information' section includes fields for User Name, New Password, Confirm Password, and E-mail. A note at the bottom states: 'E-mail is used for system notifications and for retrieving login information.'

Fill out form. You should be able to get your Employee No from the old system or from your building secretary. After filling out all the information and submitting, you should have your new account in the new ALIO Employee Portal system.

## Navigating in the New System

When you log into the new system, the menu is down the left side of the Home page.



Benefits & Deductions shows current and Year to Date. In the upper right, you have to select Benefits or Deductions.



### **Deductions and Benefits**

[Active Benefits](#) | [Active Deductions](#)

Leaves shows your balances and details. In the upper right, you have to select which view you want to see. Balances are updated every two weeks, so Aesop will always have the most current numbers.



### **Leave Details**

[Leave Details](#) | [Leave Summary](#)

Payroll shows your total salary compensation, individual paycheck information and access to your W-2's. In the upper right, you have to select which view you want to see.



### **Payroll**

[Request Tax Changes](#) | [Request Direct Deposit Changes](#)

[Print a Copy](#) | [Pay Check Calendar](#) | [Salary Compensation](#) | [W-2s](#)

Employee Directory allows you to search for employee contact information.



### **Employee Directory**

Employee Forms provides access to various district forms.



### **Employer Forms**

[Collapse All](#) | [Expand All](#)

## Self-Service

Using the self service features, you can request the following changes to your information:

- Demographic
  - Name
  - Address
  - Telephone
  - E-mail
  - Emergency Contacts
- Tax withholdings
  - Marital status
  - Exemption changes
  - Withholding
- Direct deposit information
  - Change banks
  - Change accounts

### Demographic Changes

- From the Home page, select “Request Changes”
- Select new request and follow the instructions.



### **Demographic Requests**

[New Request](#) | [Request History](#)

### Tax Withholdings

- From the Payroll page, select “Request Tax Changes”
- Select new request and follow the instructions.



### **Payroll**

[Request Tax Changes](#) | [Request Direct Deposit Changes](#)

### Direct Deposit Information

- From the Payroll page, select “Request Direct Deposit Changes”
- Select new request and follow the instructions.



### **Direct Deposit Requests**

[Payroll](#) | [New Request](#) | [Request History](#)