

EmployeeWeb

You have a new EmployeeWeb site to view your payroll, demographic, and other information.

The new site gives you the ability to change your password yourself instead of contacting the human resources department for help if you forget the password, or just want to change the password.

You will use your work email address

Your Password must be at least 7 characters long

**** If you get stuck, see the HELP section in the final pages ****

EmployeeWeb is compatible with several browsers.
Google Chrome is used in this guide.



Register to use EmployeeWeb

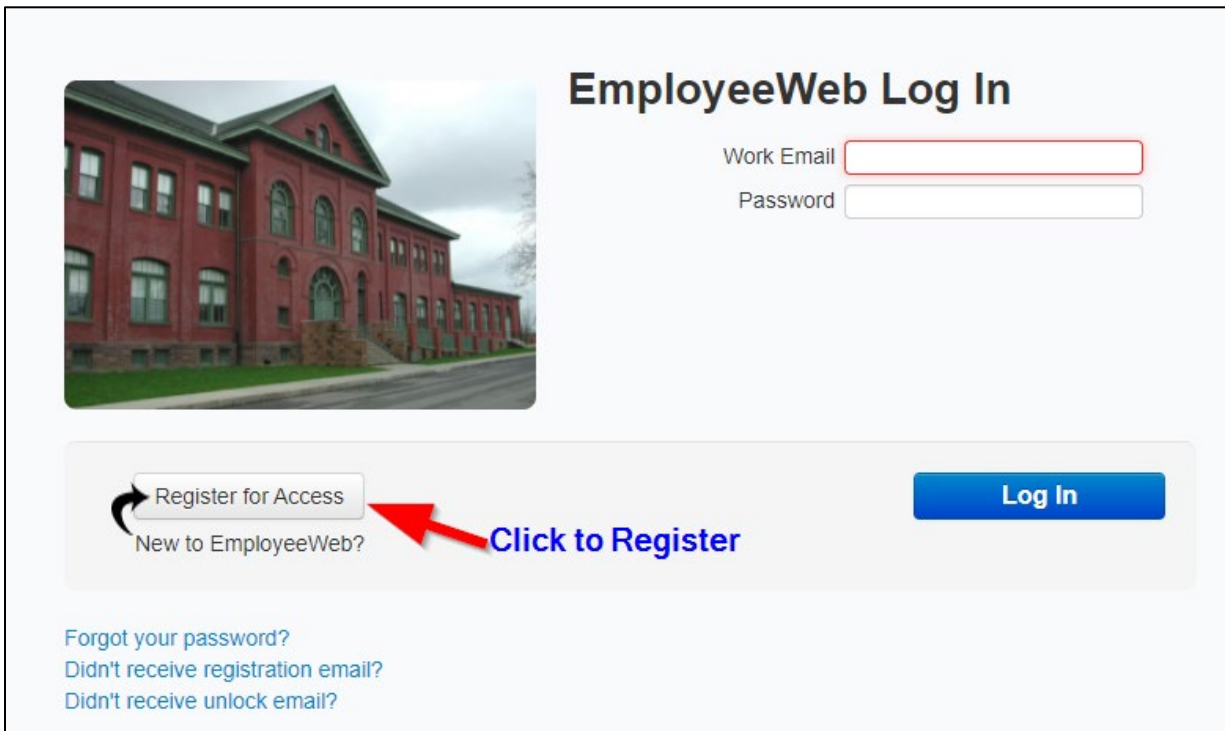
You register only once

1) Go to this address using Chrome.

Start Chrome and copy/paste the address into the address bar

https://gecs.schools-open.com/employee_web/login

2) Click Register for Access

The screenshot shows the EmployeeWeb Log In page. On the left, there is a photograph of a large, multi-story red brick building with many windows. To the right of the photo, the title "EmployeeWeb Log In" is displayed in a large, bold, black font. Below the title, there are two input fields: "Work Email" and "Password". Below these fields, there is a section with a light gray background. On the left of this section, there is a button labeled "Register for Access" with a circular arrow icon to its left. Below this button, the text "New to EmployeeWeb?" is displayed. To the right of the "Register for Access" button, there is a blue button labeled "Log In". A red arrow points from the text "Click to Register" to the "Register for Access" button. At the bottom left of the page, there are three links: "Forgot your password?", "Didn't receive registration email?", and "Didn't receive unlock email?".

3) Perform these steps to Register

Employee ID / Work Email – type your email address

Password – type a new password at least 7 characters long

Password confirmation – type the same password again

Click Submit My Registration

Register for EmployeeWeb

Work Email → Type your email address

Password → Type a new password of your choice

Password confirmation → Type the password again to confirm

→ Click Submit Check for an email

Log in
Didn't receive registration email?
Didn't receive unlock email?

4) Complete the Registration process

Open your Email program

Open the Email with subject “EmployeeWeb Registration Confirmation Instructions”

*** If you did not receive the Email – Go to the “HELP” section later in this document ***

Click the ‘Confirm’ link in the Email body

The login page will open. >> You must use Chrome for the login page <<

Please complete your registration by confirming your account with the link below. The link is valid until 05/02/2021 08:39 AM.

Once you complete your registration, you will be ready to login to EmployeeWeb

[Confirm my EmployeeWeb Registration](#) → Click the Confirm link The login page will open

5) Log In

Employee ID / Work Email – type your email address

Password – type your password

*** If you need help with the Password – Go to the “HELP” section later in this document ***

Click Log In

EmployeeWeb Log In

Work Email → Type your email address

Password → Type your password

→ Click Log In

Register for Access
New to EmployeeWeb?

Forgot your password?
Didn't receive registration email?
Didn't receive unlock email?

*** If the EmployeeWeb page does not open, go to the "Help" section later in this document ***

Welcome Mark
Happy Holidays!!
Open enrollment has begun. Please be sure to submit your open enrollment form(s) by November 29th. Any questions please call Betty White in HR 591-0000.

67 Paychecks | 63 Attendance Notes | 17° JANESVILLE

Your Paychecks *Click on date to show details*

Check Date	Gross	Net Amount	Check Amount	Direct Deposit
10/01/2021	\$ 1,000.00	\$ 800.00	\$ 0.00	\$ 800.00
09/17/2021	\$ 1,000.00	\$ 800.00	\$ 0.00	\$ 800.00
09/03/2021	\$ 1,000.00	\$ 800.00	\$ 0.00	\$ 800.00
08/19/2021	\$ 1,000.00	\$ 800.00	\$ 0.00	\$ 800.00
07/23/2021	\$ 1,000.00	\$ 800.00	\$ 0.00	\$ 800.00

Your Taxes

Income Tax	Marital Status	Exemptions or Dependent \$5	Extra Withholding
FED2019W4	Single	0	\$ 0.00
MI	Single	0	\$ 0.00

Your W2s *Click on arrows to show more or less information*

Year	Wages	FICA	Medicare	Fed Withheld
2021	\$ 5,000.00	\$ 300.00	\$ 375.00	\$ 750.00
2020	\$ 5,000.00	\$ 300.00	\$ 375.00	\$ 750.00

Your Accruals As Of 02/18/2022

Description	Carryover	This Year			Available
		Accrued	Used	Balance	
SICK TIME (HOURS)	624.00	88.00	0.00	88.00	712.00

Your Attendance

Date	Time	Code	Duration
12/17/2021		SICK	8.000
11/24/2021		ADJSICK	7.500
07/01/2021		SICK AWARD	96.000
06/30/2021		SICK	75.750
06/01/2021		SICK	2.750

Your Documents *Certificates & Degrees*

Type	When	What	Description
Degree	1997	Bachelor's Degree	Eastern Michigan University
Degree	2007	Master's Degree	Marygrove College

Professional Development

Date	Course	Report As	Days
10/27/2017	MISSING COURSE	N/A	1.00

Your Info

Home: 783 OSSINGTON AVE, JANESVILLE, WI 53546
Work Phone: (231) 555-5194
Phone: (810) 555-0081
Phone: (810) 555-0823
Phone: (734) 555-7185
Work Email: mdownall@genseeaid.org

EmployeeWeb Activity

When	Activity	Details
02/18/2022 11:14 AM	LOGIN	logged in via 1.1.1.11 9 w/Chrome 98.0.4758.102
01/28/2022 08:40 AM	LOGOUT	logged out
01/28/2022 08:40 AM	LOGIN	logged in via 10.14.69.101 w/Chrome 97.0.4692.99
01/28/2022 08:36 AM	LOGOUT	logged out
01/28/2022 08:36 AM	LOGIN	logged in via 10.14.69.101 w/Chrome 97.0.4692.99

**** Be sure to LOG OUT when you are finished ****

HELP SECTION

Did not receive the **Registration Email**? Follow these steps.

EmployeeWeb Log In

Work Email

Password

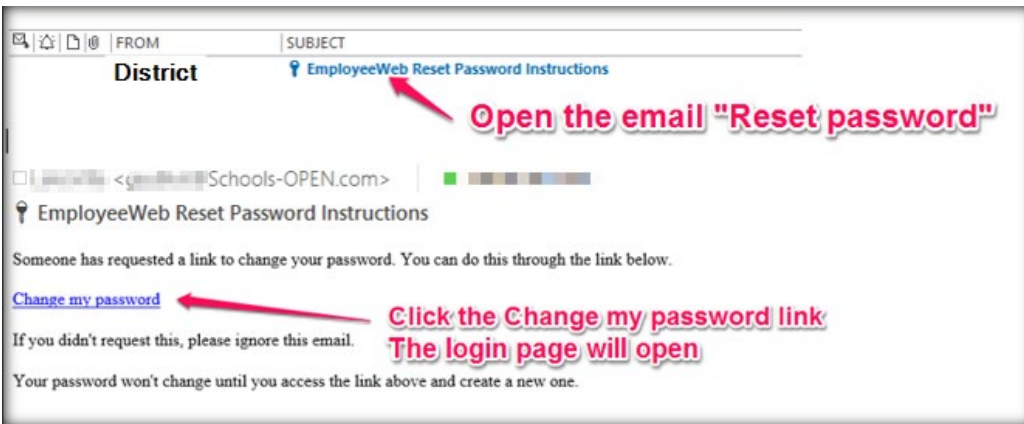
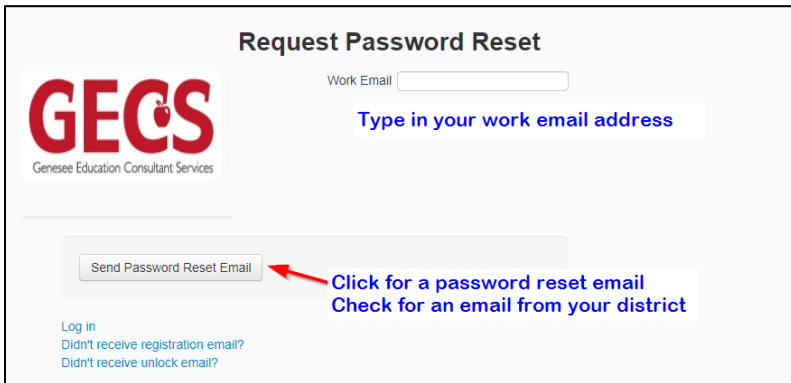
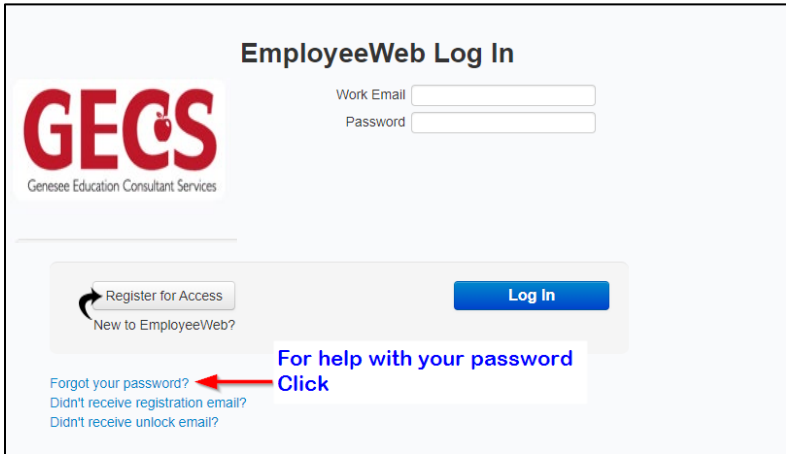
Log In

[Register for Access](#)
New to EmployeeWeb?

[Forgot your password?](#)
[Didn't receive registration email?](#)
[Didn't receive unlock email?](#)

If you did not get the registration email
Click
Open the email and click the link

Having trouble with your **Password**? Follow these steps.



Are you still having trouble logging in?

There are some things only Human Resources can correct, like a problem with your email address, for example. Please contact them for help if you are stuck.