



*Davis School District*

*Learning First!*

WWW



# Payroll Management Orientation

- View and Print Paystubs and W-2's
- Make Changes to Personal Profile, Direct Deposit, Payroll Deductions, and Tax Withholding Information

Go to the District homepage at:

[www.davis.k12.ut.us](http://www.davis.k12.ut.us)  Click on “Quicklinks”



The screenshot shows the top navigation bar of the Davis School District website. On the left is the DSD logo, which features a mountain silhouette above the letters 'DSD' and horizontal lines below. To the right of the logo is a dropdown menu labeled 'Select a School'. Further right are three links: 'myDSD' with a leaf icon, 'Careers' with a briefcase icon, and 'Donate' with a heart icon. The main header area contains the text 'DAVIS SCHOOL DISTRICT' and a search bar with a magnifying glass icon. The 'Quicklinks' button is highlighted with a green circle. Below the header is a horizontal menu with the following items: 'DISTRICT', 'ACADEMICS', 'SCHOOL BOARD', 'DEPARTMENTS', 'PARENTS & FAMILY', and 'EMPLOYEES'.



Click on **“Payroll Management”**

## QUICKLINKS

### DISTRICT LINKS

[Bus Routes](#)

[DSD Hotlines](#)

[Emergency Management](#)

[Policy Manual](#)

[School Maps](#)

[School Year Calendars](#)

### TOOLS

[Encore](#)

[Email/Office 365](#)

[Evaluate Davis](#)

[Canvas](#)

[Finalsite](#)

[myIDEA](#)

[Payroll Management](#)

[District Library System](#)

[District Callout System](#)

[District Aesop System](#)

[Safari Montage](#)



# New Employees Must Register



Welcome to Payroll Management [Login](#)

[Login](#)

[Forgot Password](#)

[Register](#)

## Login

### For Davis School District Employees Only

- View Checks
- Update Profile Info. (i.e. preferred name, address, phone #...)
- Update Payroll Info. (i.e. W4, Direct Deposit Accounts, Deductions)

### To Setup an Account:

- Please click the 'Register' tab or on the 'Register' link.
- Follow the steps to create your account.

If you do not know your Employee ID, Security Questions, Password please call 801-402-5282 or 801-402-5336.

**Employee Id or Social Security Number:**  (No hyphens or spaces) [Register](#)

**Password:**  [Forgot Password](#)



# Login to Payroll Management to enter your Direct Deposit and W-4 Tax Information!

Welcome to Payroll Management [Login](#)

[Login](#)

[Forgot Password](#)

[Register](#)

## Login

### For Davis School District Employees Only

- View Checks
- Update Profile Info. (i.e. preferred name, address, phone #...)
- Update Payroll Info. (i.e. W4, Direct Deposit Accounts, Deductions)

### To Setup an Account:

- Please click the 'Register' tab or on the 'Register' link.
- Follow the steps to create your account.

If you do not know your Employee ID, Security Questions, Password please call 801-402-5282 or 801-402-5236.

Employee Id or Social Security Number:  (No hyphens or spaces) [Register](#)

Password:  [Forgot Password](#)



Log In



# Create or Change Your Password



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) [View Checks](#) [View W2](#) [Update Profile](#) [Update Payroll Info](#)

[Profile](#) **Password**

## Password Recovery Email

Password Recovery Email  ?

Confirm Email

If you enter a 'Password Recovery E-mail' your password will be e-mailed to you when you click on 'Forgot Password'.

## Password and Security Question Reset

Enter and confirm a new Password.  
You may also change your security questions, then click 'Save' below.

New Password  ?

Confirm Password

This password will stay the same unless you change it. (You do not have to change it every few months like you do with your Encore and E-mail password.)

Security Question 1

Answer

Security Question 2

Answer

Pick security questions you will remember!

# Enter Your W-4 Tax Information

## Marital Status AND W-4 Withholding Allowances!

A check cannot be created without this information!

Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) [View Checks](#) [View W2](#) [Update Profile](#) [Update Payroll Info](#)

[W4](#) [Direct Deposit](#) [Deductions](#)

[Request W4 Changes](#) ?

Have Tax Questions? [IRS Tax Information Website](#) - [Sample W4 Form](#)

\* New change requests will override any previous, pending requests you may have.

Currently **Request a Change to**

W4 Allowances:

W4 Withholding Status:

Exempt from federal income tax withholding: ?

No  Yes

I want this to take effect starting on:

**Note: The Payroll Department cannot give advice on what to enter for your personal tax information. If you have questions please contact a tax professional or go to the IRS website at [www.irs.gov](http://www.irs.gov)**

[W4 Request History](#)

No requests made

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# Enter and Change **Direct Deposit** Information

If you are unsure of your Routing Number or Account Number please check with your bank. It is YOUR responsibility to make sure your Direct Deposit information is always accurate and current. Incorrect information will lead to delays in receiving your pay check.



\* New change requests will override any previous, pending requests you may have.

Currently	Request a Change to
Routing Number:	<input type="text"/>
Account Number:	<input type="text"/>
	Retype Account Number <input type="text"/>
Deposit To:	<input type="radio"/> Savings <input type="radio"/> Checking
	I want this to take effect starting on: <input type="text"/>

Example Routing and Account numbers



Add up to 4 additional accounts!

Current Additional Accounts [?](#)

Add New Account

Reorder Account Priorities

# Change Deductions

## Change, Stop or Start Certain Current Deductions



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) | [View Checks](#) | [View W2](#) | [Update Profile](#) | [Update Payroll Info](#)

W4 | Direct Deposit | **Deductions**

### Deductions

Deduction	Amount	Status	
BACKGROUND CHECK FEES DCSD	24.63	Active	This deduction is view-only
NBS FLEX HEALTH	60	Active	This deduction is view-only
UT CLSFD EMPL ASSOC DUES ALL	13.26	Stopped	This deduction is view-only
UTAH RETIREMENT SYSTEM	10	Active	This deduction is view-only
UTAH RETIREMENTS SYSTEMS 457	75		<input type="button" value="Start"/>
UTAH RETIREMENT SYSTEMS 401K	65	Stopped	<input type="button" value="Start"/>
ING RETIREMENT PLAN ROTH IRA	75	Stopped	<input type="button" value="Start"/>



\* New change requests will override any previous, pending requests you may have.

### Deductions Request History

No requests made

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# View and Print Your **Check Stubs**



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) | [View Checks](#) | [View W2](#) | [Update Profile](#) | [Update Payroll Info](#)

## Paychecks by Year

< Previous Year   2013   Next Year >

Check Date	Gross Pay	Net Pay	
07/31/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>
06/30/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>
05/31/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>
04/30/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>
03/31/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>
02/28/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>
01/31/2013	3,150.15	2,236.98	<a href="#">Print Paycheck</a>



# View and Print Your **W-2's**

W2s

**Year**

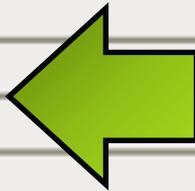
2012 - [Print](#)

2011 - [Print](#)

2010 - [Print](#)

2009 - [Print](#)

2008 - [Print](#)



**The 5 most recent W-2's will be available.**



# Change Profile/Personal Information



Welcome: HOMER SIMPSON - DAVIS SCHOOL DISTRICT | [Logout](#) [View Checks](#) [View W2](#) [Update Profile](#) [Update Payroll Info](#)

[Profile](#) [Password](#)

## Request Profile Changes [?](#)

[See my history of requests](#)

\* New change requests will override any previous, pending requests you may have.

**Currently** **Request a Change to**

(Visit payroll for actual name changes)

<b>Actual Full Name:</b>	
<b>Preferred Last Name:</b>	SIMPSON
<b>Preferred First Name:</b>	HOMER
<b>Primary Phone:</b>	5551234567 <a href="#">?</a>
<b>Alternate Phone:</b>	5551235678 <a href="#">x</a> <a href="#">?</a>
<b>Birthday:</b>	07/04/1958 <a href="#">?</a>

<b>Address 1:</b>	742 EVERGREEN TER <a href="#">See list of address abbreviations</a>
<b>Address 2:</b>	<input type="text"/> <a href="#">x</a> <a href="#">?</a>
<b>City:</b>	SPRINGFIELD
<b>State:</b>	Utah <input type="text"/>
<b>Zipcode:</b>	84025

<b>Marital Status:</b>	<input type="radio"/> Single <input checked="" type="radio"/> Married
<b>Spouse Name:</b>	MARGE SIMPSON <a href="#">x</a>
<b>Spouse Birthday:</b>	12/25/1959 <a href="#">x</a> <a href="#">?</a>

**Questions?**

**Call the Payroll Department:**

**801-402-5282**

**THANK YOU!**



*Learning First! Learning First! Learning First!*

*DSD*