

To: Alief ISD Employees

Subject: Employee Online

Employee Online allows you to view or print your check stub, do an address change, reprint W-2s, and make changes to your withholding status.

Login to the following link from your work computer using the same user name and password you use to log into your school computer.

<http://bplus>

- View/print your check stub:
Under Pay Information, select Check Stub. Select the date for the check stub you would like to view/print.
- Make address/phone number change:
Under Personal Information, select Home Address. At the bottom right hand side of the screen, select Edit. Make the change to your address or phone number and then select Save.
- View/print your W-2:
Under Pay Information, select W2 Info. Click the link to view/print the W-2.
- Make federal income tax withholding changes (IRS Form W-4):
Under Pay Information, select Tax Info. Select Edit and make changes then select Save.
- What if Calculator:
Under this tab you can do estimated calculations if you are considering changing some aspects of your paycheck.

NOTE: If accessing remotely follow these procedures. View only of pay stubs remotely.
Login to Alief Hub, remote access, terminal server
Click the employee online link

If you have any questions please contact the Payroll Department. Contact Tech Services x 2530 for all password resets.

Accessing and printing check stubs through the HUB.

1. Download and install the classlink agent (<https://support.classlink.com/hc/en-us/articles/360007230433-ClassLink-Downloads>)

*****If you are using a district computer tech service will need to install this for you*****

ClassLink Downloads

Product: LaunchPad, Roster Server

Audience: ClassLink Administrator, Instructor, Student

LaunchPad

1. Browser Extensions

Many of our SSO apps require a browser extension to function. We have extensions for several browsers:

- [Chrome](#)
- [Firefox \(open link in Firefox\)](#)
- [Edge](#)
- [Safari](#)

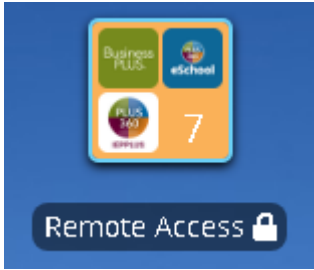
2. ClassLink Agent

The ClassLink Agent allows for local editing of files in My Files and is required for Local Applications. It is available for both Windows and Mac.

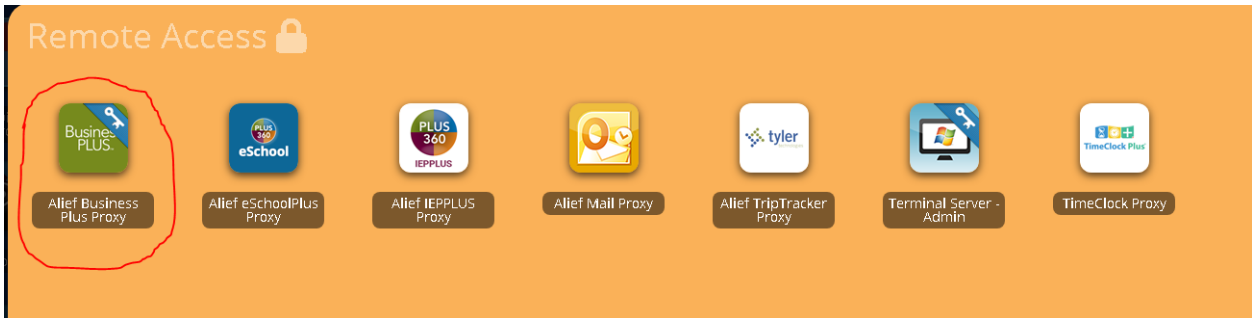
- [Windows download](#)
- [Mac download](#)

2. Log in to the hub (hub.aliefisd.net)

3. Navigate to the remote access folder



4. Select the Alief Business Bplus Proxy App.



5. A pop up will appear. Click on the open link or open url button and it will open an internet explorer
6. Log in and print as you normally would.