

To: Alief ISD Employees
Subject: Employee Online – New Look

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. At this time you cannot access Employee Online through the HUB, however this will be coming soon.

<https://bplus>

Note: The first time you log in, you will see the following message. Please select advanced and then Proceed to bplus (unsafe). The BPlus login will appear and you will need to login with your district username and password.



Your connection is not private

Attackers might be trying to steal your information from **bplus** (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_COMMON_NAME_INVALID

Advanced

Back to safety

- **View/print your check stub:**
Under Pay Information, select Check Stub. Select the date for the check stub you would like to view/print.
- **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.



Independent School District

PREPARING STUDENTS FOR TOMORROW — CARING FOR THEM TODAY

The screenshot shows the BusinessPlus Employee Online interface. The top navigation bar includes the BusinessPlus logo and 'Employee Online'. Below the navigation bar is a 'Menu' dropdown. The main content area is divided into three columns. The left column is a dark blue sidebar menu with 'Employee Online' selected at the top. The middle column contains 'Check Stub' (with a sub-item 'Check Stub') and 'Tax Info' (with a sub-item 'W4 Certificate'). The right column contains 'Tax Forms' (with sub-items 'W-2 Info' and 'ACA Info'). The 'Pay Information' option in the sidebar menu is highlighted with a white background and a right-pointing arrow.

• **Make address/phone number change:**

Under Personal Information, select Home Address. Make the change to your address or phone number and then select Save.

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If you have any questions, please contact the Payroll Department. For all password resets contact Tech Services at x22530.