

# Web Link Instructions

## Login/Logout of Web Link & Change Password

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**Accessing Web Link:** Please Bookmark this site for future use.

- Use the following web address: <http://199.120.80.146/weblinksql/>
- Go to the HCSO Homepage (www.harlan.k12.ia.us)
  - In the gray menu bar, click on “Employee Resources” then click on “Weblink”

### **Logging In:**

At the Web Link Login screen, enter your user ID and password:

- User ID (all uppercase): First 4 characters of your last name and First 3 characters of your first name. If your first and last names do not fit into these parameters, your username is simply shortened (see examples below).
  - Jane Doe = DOEJAN
  - Brian Gubbels = GUBBBRI
  - Kelli Klaassen = KLAAKEL
  - Mallory Meyer = MEYEMAL
- Temporary Password: Last 4 numbers of your Social Security Number (SSN)

**NOTES:** It is recommended you change your password once logged in under the “Settings” tab. See below for further instructions.

If you forgot your password and are unable to login to Web Link, click the “Forgot your password? Password Recovery” link (located under the **Login** button) to have the system reset your password and email you the new password (will be prompted to enter your User ID and an email address that must match your @hcsdcyclones email or an email provided during payroll set-up). If you are unable to reset your password using the “Forgot your password? Password Recovery” link, please contact Mallory Meyer in the Superintendent’s Office.

If you receive a message stating that your account is locked out, contact Mallory Meyer to unlock your ID.

**The system tries to automatically detect if you are accessing Web Link from a mobile device and will display the login screen for running the condensed version of Web Link. The condensed version of Web Link only includes the option for Check History and Leave Balance.**

### **Logging Out:**

1. Save any changes before exiting Web Link
2. Select the **Logout** option located in the upper right corner of the screen.

### **Change Password:**

1. Select the **Settings** menu and then **Change Password**.
2. Enter the existing password in the Current Password field.
3. Enter the new password (up to 20 characters long and cannot be blank) in the New Password field. The password is case sensitive.
4. Enter the new password a second time in the Repeat New Password field to verify the password was keyed correctly.
5. Click the **Save** button.
6. A message will appear stating the password has been changed; Click OK.

**NOTE: A pop-up blocker may restrict your login. Please choose to allow pop-ups for this site. Allowing pop-ups is different for every web browser, but usually there is an icon with an “X” in the web address bar to the far right. Please contact Mallory Meyer for assistance.**

# Web Link Instructions

## Accessing Check History, W2s, and Leave Balances

### Accessing Check History

1. Select the **Employee Information** menu, **Payroll and Compensation**, and **Check History/Reimbursements**.
2. The posted checks and direct deposit stubs issued in Payroll for each user appear on the screen. The past 5 years of stubs are shown with the most recent stubs on top.
3. To print a copy of a check or view the detail information included on the check, click the **View** link located to the right of the desired check, or double-click on the desired check.  
NOTE: A PDF viewer must be installed on your computer prior to viewing (printing) a check.
4. Complete the print function as normal from within your Internet browser. (**File** menu and then **Print**).  
NOTE: You can save your check on your computer by selecting **File, Save As**, specify a place to save the file, and click **Save**.

### Accessing Additional Pay Report

1. Select the **Reports** menu.
2. Double-Click on the **Pay Period Entries Listing – Detail (For Employees)** report.
3. Change the Report Selection Description to **Posted–Pay Period Batches Only** (arrow #1). Using the magnifying glass, select the desired processing month (arrow #2). After selecting the desired months, click on the green check mark.
4. Click the **Generate to PDF** or **Download to Excel** (arrow #3) button to view the report. If you don't have additional pay for the month, you will be notified by a pop-up stating “No Data to Report”. (See Diagram below)
5. Once the report displays on the screen, complete the print function as normal from within your Internet browser.

**SU** software unlimited  
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**Web Link**

Home Data Entry Employee Information Reports Settings Help

Report Printing Options

3 Generate to PDF Download to Excel

Report: Pay Period Entries Listing - Detail (For Employees)

Report Selection Description: 1 Posted-Pay Period Batches Only

Clear Parameters

Report Parameters:

	From	To	
Batch Description			
Employee Group ID			
Employee ID			
Pay Code ID			
Processing Month			
Reversing GAAP			
<u>Pay Period Entries Totals - Subreport Parameters:</u>			
Pay Group ID			
Check Number			

Sub Heading  Copy Choices

Print Negative Numbers in Red   
Include PageHeader/Footer

[vprEmployeePersonnelReference],[NoCustomReferencedID]

### Accessing W2s/1095s

1. Select the **Employee Information** menu, **Payroll and Compensation**, and **W2s or 1095s**.
2. At the W2 or 1095 Consent Terms screen, review the terms for consenting to use the W2s or 1095s option in Web Link.
3. Complete the desired authorization option for using the W2s or 1095s option and then click **Continue**.
4. Select the 4-digit calendar year from the drop-down menu.
5. Click the **View/Print W2 or 1095** button to view the W2 on the screen or click **Save W2 or 1095** button to save the W2 or 1095 as a .PDF file to a specified location on your computer.