

Birmingham Schools Employee Service Portal Instructions

STEP 1: Enroll yourself in the ALIO Employee Portal by going to the following website link on your internet browser:

<https://employee.birmingham.k12.mi.us/ESP/Login.aspx?ReturnUrl=%2fesp>

BEFORE YOU CAN LOG IN, YOU MUST CREATE AN ACCOUNT. To create an account, complete the information requested.



Need Help?



Version 7.2.4

- Enter data. All fields must be completed.
- Use upper and lower case letters.
- Date format: mm/dd/yyyy

Create New Account

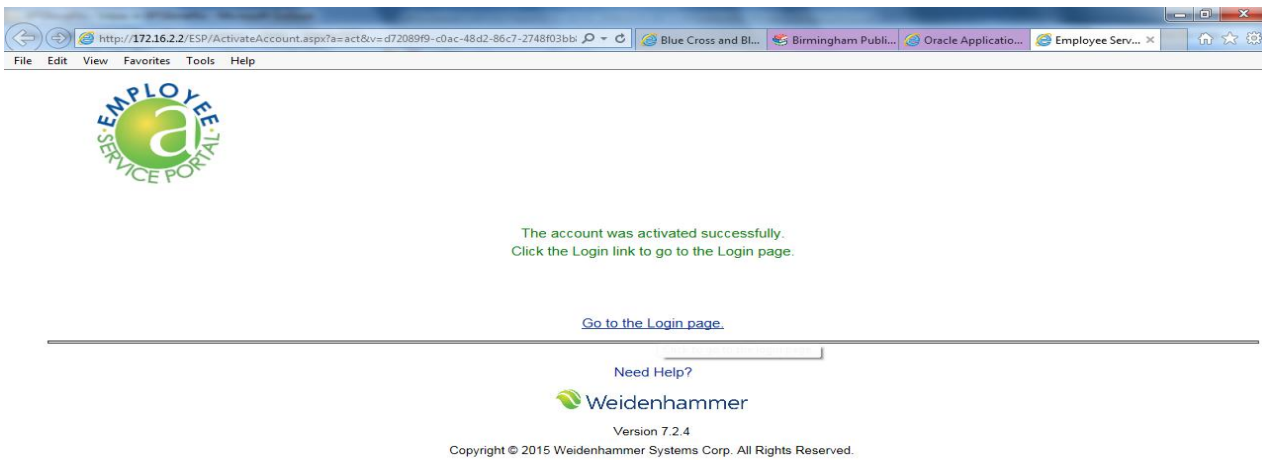
Personal Information

Employee No	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Last 4 of Social Security No	<input type="text"/>
Birth Date	<input type="text"/>	Zip Code	<input type="text"/>

Profile Information

User Name	<input type="text"/>	Minimum 6 characters
New Password	<input type="text"/>	Minimum 8 characters with at least one number and one special character.
Confirm Password	<input type="text"/>	
E-mail	<input type="text"/>	E-mail is used for system notifications and for retrieving login information.
Personal Question 1	<input type="text"/>	} Create three of your own personal security questions.
Personal Answer 1	<input type="text"/>	
Personal Question 2	<input type="text"/>	
Personal Answer 2	<input type="text"/>	
Personal Question 3	<input type="text"/>	
Personal Answer 3	<input type="text"/>	

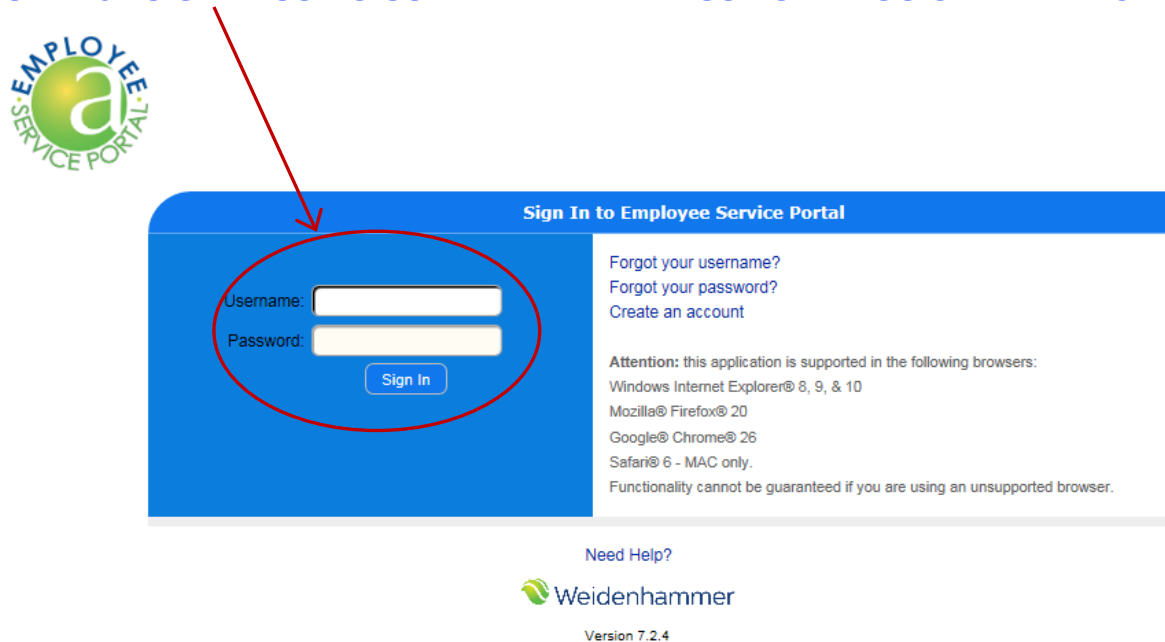
STEP 2: YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR ACCOUNT WAS ACTIVATED.



The screenshot shows a web browser window with the URL <http://172.16.2.2/ESP/ActivateAccount.aspx?act&v=d72089f9-c0ac-48d2-86c7-2748f03bb>. The page features the 'EMPLOYEE SERVICE PORTAL' logo in the top left. The main content area displays a green message: 'The account was activated successfully. Click the Login link to go to the Login page.' Below this message is a blue button labeled 'Go to the Login page.' At the bottom of the page, there is a 'Need Help?' link, the Weidenhammer logo, 'Version 7.2.4', and a copyright notice: 'Copyright © 2015 Weidenhammer Systems Corp. All Rights Reserved.'



STEP 3: SIGN IN USING USERNAME AND PASSWORD YOU CREATED. CLICK ON SIGN IN.



The screenshot shows the 'Sign In to Employee Service Portal' page. The 'EMPLOYEE SERVICE PORTAL' logo is in the top left. A red arrow points from the 'STEP 3' header to the 'Sign In' button on the page. The sign-in form includes fields for 'Username:' and 'Password:', and a 'Sign In' button. To the right of the form are links for 'Forgot your username?', 'Forgot your password?', and 'Create an account'. Below these links is an 'Attention' section listing supported browsers: Windows Internet Explorer® 8, 9, & 10; Mozilla® Firefox® 20; Google® Chrome® 26; and Safari® 6 - MAC only. A note states: 'Functionality cannot be guaranteed if you are using an unsupported browser.' At the bottom of the page, there is a 'Need Help?' link, the Weidenhammer logo, and 'Version 7.2.4'.

STEP 4: TO VIEW PAYROLL INFORMATION, SELECT "Payroll."

The screenshot shows the Employee Service Portal interface. On the left is a navigation menu with items: Home, Benefits & Deductions, Leaves, Payroll (circled in red), Employee Directory, Employer Forms, and MESSA ENROLLMENT CENTER. The main content area is divided into two sections: 'My Current Information' and 'System Messages'. The 'My Current Information' section displays the name 'JANE DOE' and a 'Request Changes' link. Below this are fields for Primary, Location, Orig Hire Date, Hire Date, Job, Work (with 'ext.' next to it), and E-mail. The 'System Messages' section features a welcome message for Birmingham Public Schools and a list of services available through the Employee Service Portal (ESP), including Current Benefits, Summary Plan Descriptions, Life Events/Open Enrollment Benefit Change Requests, Summary Plan Description, Personal Profile, Payroll Calendar, Pay Rate History, and Year to Date Pay. A note at the bottom provides contact information for a Benefit Specialist and a reminder to use the BPS network log-in ID and password.

Step 5: You will open up the Payroll main screen. Clicking on any date highlighted in green will provide you with the payroll-stub data for that payroll. Note that there is a dropdown menu for prior years' data.

The screenshot displays the 'Payroll' main screen. The top navigation bar includes 'Home', 'Benefits & Deductions', 'Payroll', 'Employee Directory', 'Employer Forms', and 'MESSA CENTER'. The main content area is titled 'Payroll' and features a 'Pay Check Calendar' for 2015. A dropdown menu is set to '2015'. Below the calendar, there are nine monthly calendar views for January through September 2015. Each calendar shows days of the week (S, M, T, W, T, F, S) and dates. Some dates are highlighted in green, indicating pay dates. A red box highlights the '2015' dropdown menu and a link labeled 'W-2's' in the top right corner of the calendar area.

Also note that there is a link to prior years' W-2's.