

My Portal

WebSmart's Employee Portal



HARRIS
School Solutions



03.26.2019

www.HarrisSchoolSolutions.com

Harris School Solutions

Innovative School Technology Built for, and by,
the People Who Use It

**We don't provide what schools need; we provide what
your school needs.**

Harris School Solutions (HSS) not only offers comprehensive software solutions for your entire charter school, public school, or district, we also provide, among those solutions, options that are tailored to your unique needs based on enrollment size, specific state/county regulations, and much more.

From offices across North America, our company comprises three core areas of innovation: Nutrition, Education, and Finance. That means that whether you face challenges in your cafeterias, classrooms, or financial office, HSS can help you not only to overcome those challenges, but to achieve whole new levels of success in the process.

**The real difference in our software isn't in our
software.**

HSS separates itself as a school software provider by focusing on you and your team. We don't just support our software — we support the people who use it. Whether during implementation, training, maintenance, or on-going support, we work with you closely, personally, and on a very human level. After all, *what* we provide means nothing if we don't consider the people to whom we're providing it: students, staff, administrators, educators, parents... you.



For more information

www.harrisschoolsolutions.com

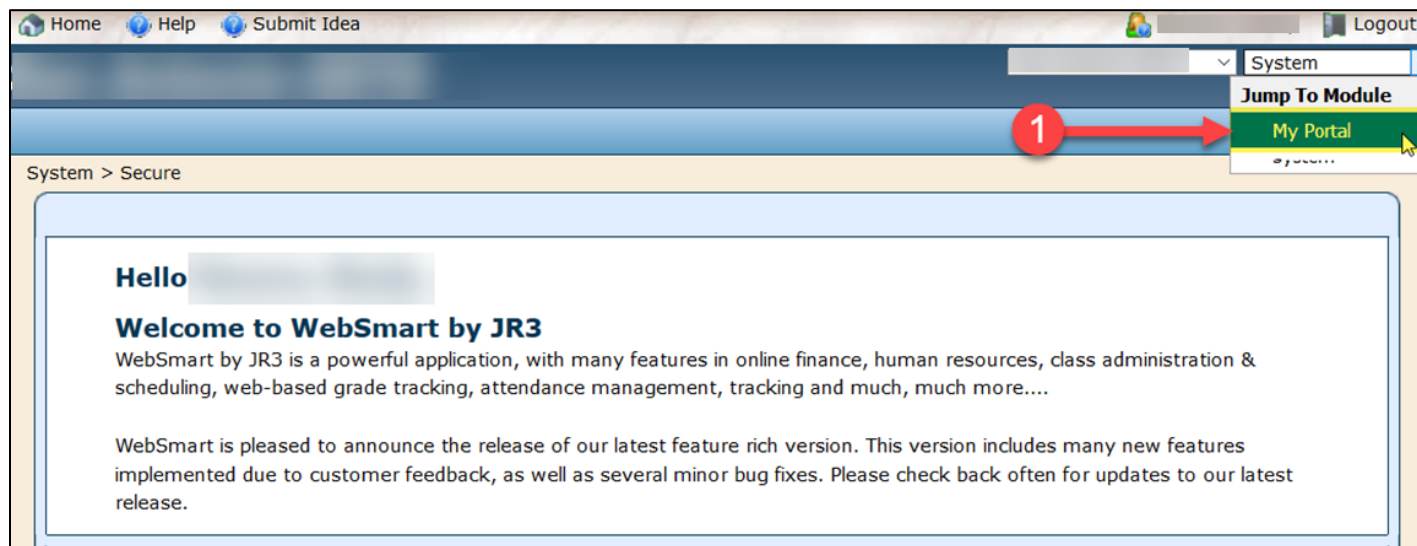
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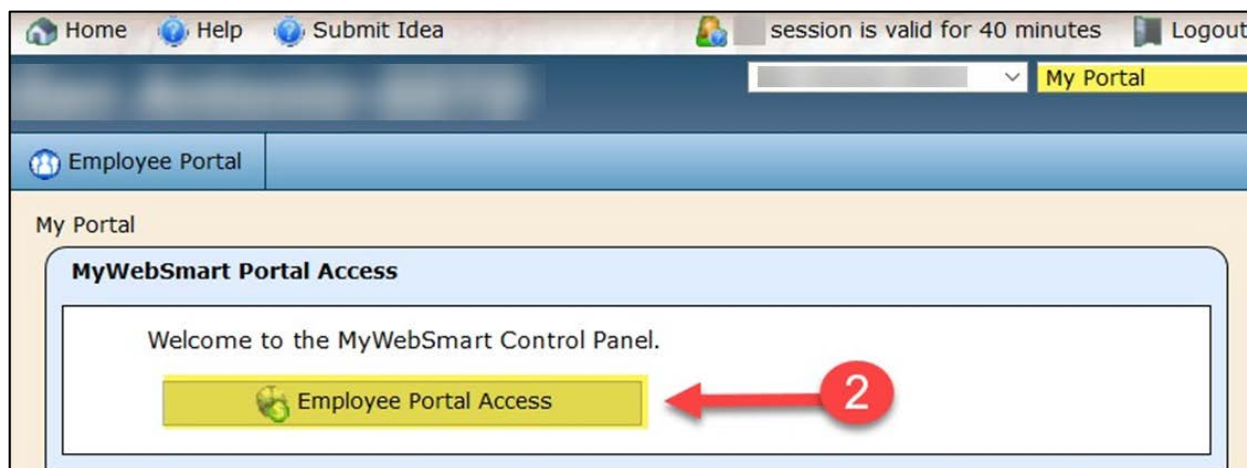
HOW TO NAVIGATE AND ACCESS YOUR MY PORTAL

WebSmart's My Portal grants you access to your personal information, including your pay stubs, IRS documents, demographic data, and much more. This document is a brief outline on how to navigate to your WebSmart's My Portal.

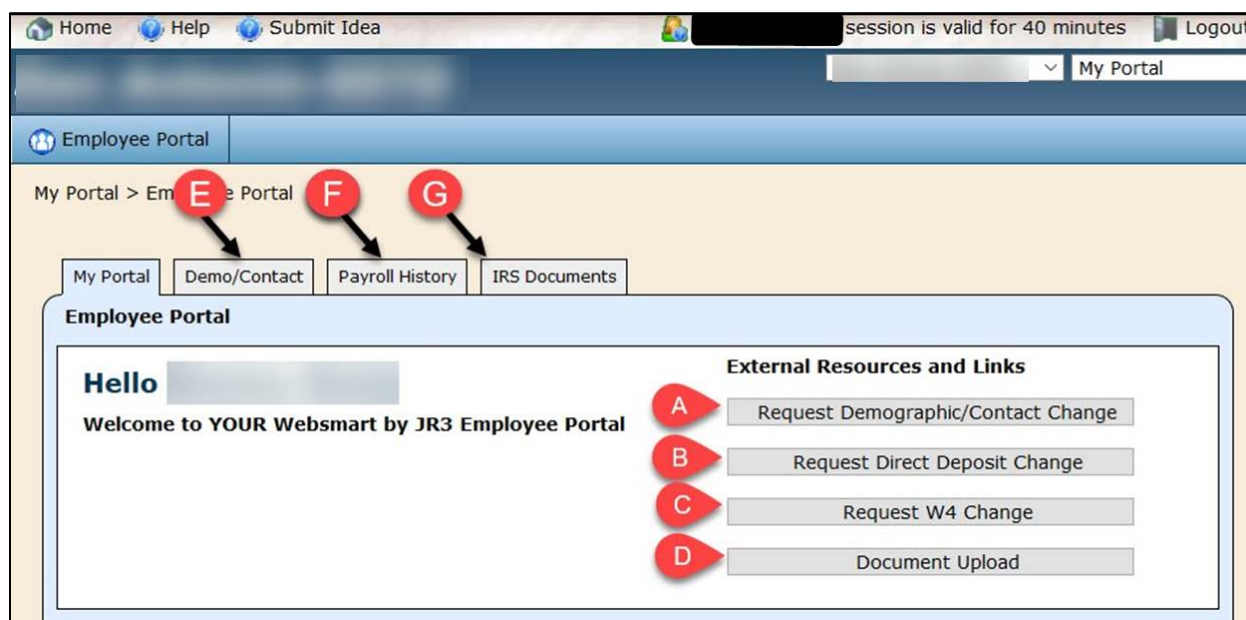
When you've successfully logged into your WebSmart account, the below image is what you will see.



- 1) To access your *My Portal*, in the upper-right hand corner there is a drop-down menu. Click on the drop-down menu and select *My Portal*. (This is shown above in the first image)
- 2) Click on Employee Portal Access, as shown in the image below.



Below is the next image that will appear on your screen. Please see the corresponding letters in the image, providing details on the different instances within your *My Portal*.



- A. Here you can submit a request to change your demographic/contact information
- B. Where you can submit a request for a direct deposit change
- C. Request a change to your W-4
- D. If you need to upload any documents to HR/Payroll, click here to upload.
- E. Here you can view AND same as with "A", request a change to your demographic/contact information
- F. View/print a copy of all your pay stubs
- G. Here you can view/print your W-2s

