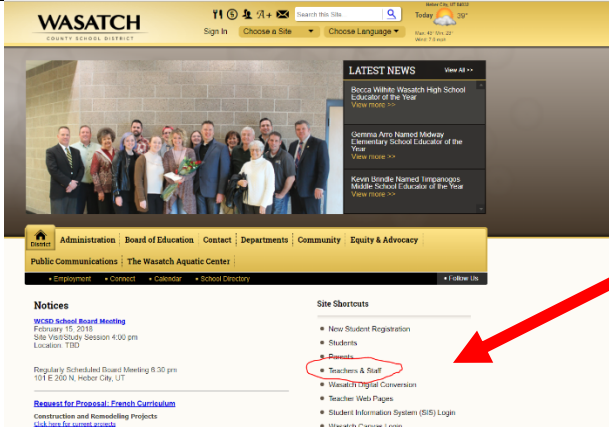
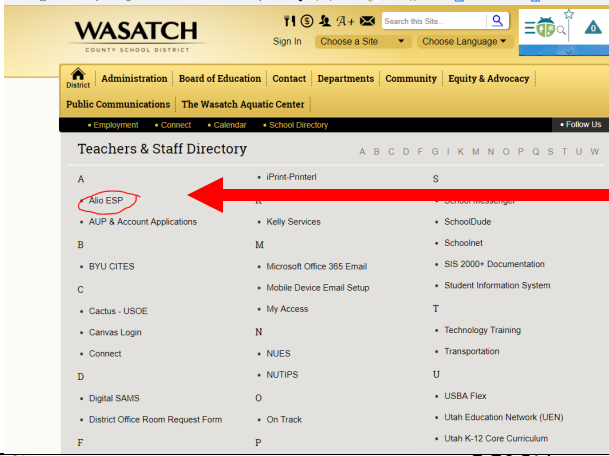
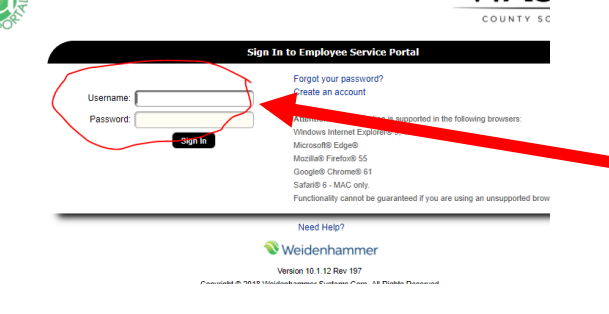


Alio

Alio will now be the platform where you receive your paystub at the end of each month. It will also be the place where you will put in your leave time, instead of doing a hard copy to Jill. **If you need a substitute, you will still need to put that information into Kelly as well.**

Below are some steps and pictures for you to refer to if you need.

You will access the Alio platform through our district website – www.wasatch.edu

	<p>Once you are on the website – click on “Teachers and Staff” under Site Shortcuts.</p>
	<p>It will be listed under “A” the first option Alio ESP. Click on that link and either begin to create your account or login to access your payroll information or to request a leave.</p>
	<p>You will only need to create your account one time. After creating your account, you will access your information by logging in using your new username and password.</p>

When you login you will be able to check your personal information and request changes when putting in information for your emergency contacts.

To access your monthly pay stub, click on the green marked day. This day notifies you the day we will be paid that month.

To access your W-2 you can click on the far-right hand side.

To create your account – you will need your employee number and an email address you have access to. Your password will need to be unique – and include at least one number and special character such as: !, @, #, \$, etc.