

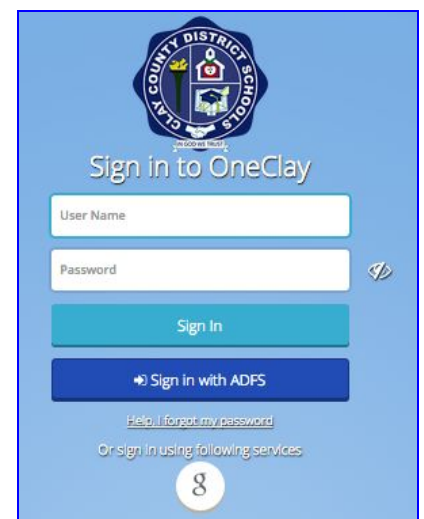


Accessing Employee Information OneClay Portal School District of Clay County

*If you cannot login to the OneClay Portal, please call the Service Desk at 904-529-4832.

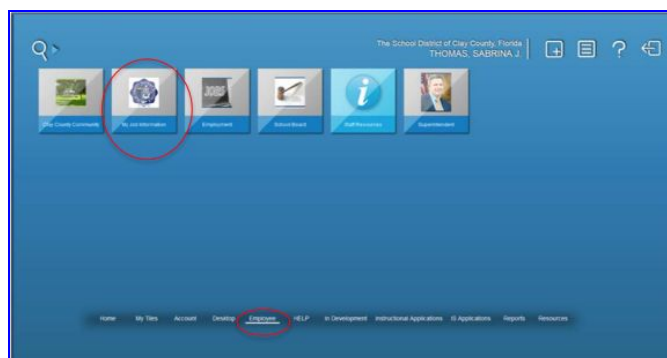
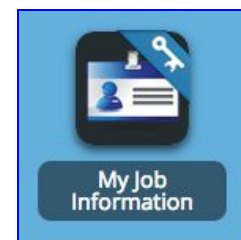
Login to the OneClay Portal

1. Open any browser (Google Chrome preferred).
2. Go to my.oneclay.net.
3. Type your User Name (network username)
4. Type your Password (network password)
5. Click Sign In.
6. You will now see your OneClay Portal Desktop.

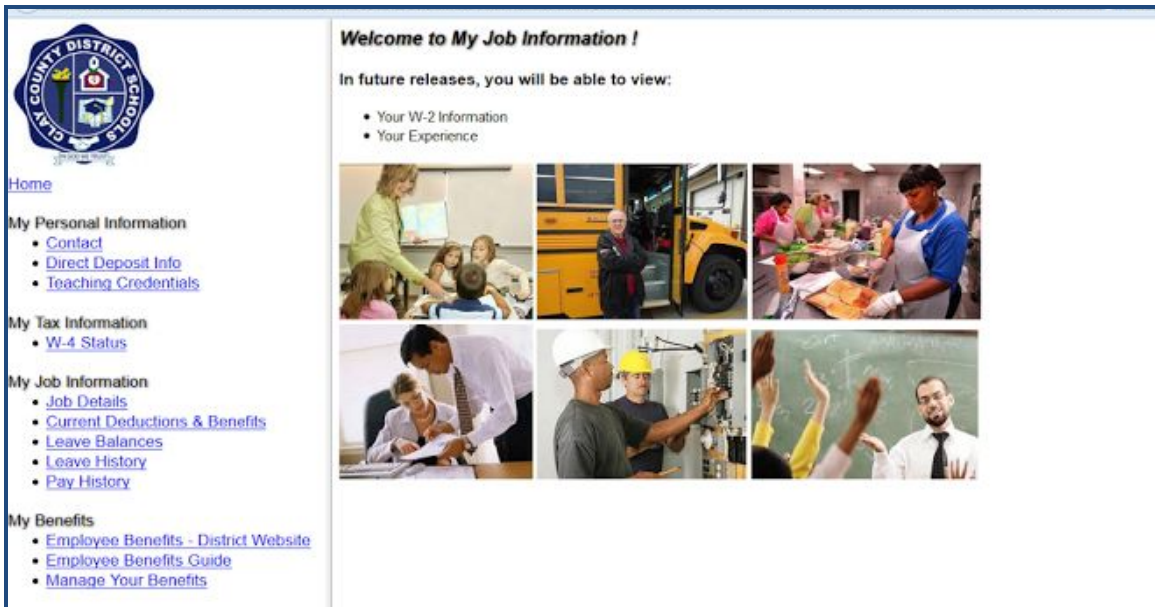


My Job Information

- Click on the My Job Information Tile.
- A new tab will open to a different portal.



- Click on the My Job Information tile.
- The My Job Information screen will now display.



On the left hand side you will see the options that are available. The options include:

- **My Personal Information**

- Contact

This link shows your full name and address.

- Direct Deposit Info

This link provides the bank name and last four digits of your account number for payroll Direct Deposit. Also included is the status of your Direct Deposit.

- Teaching Credentials

This link provides Degree and Certification information. It provides your Degree Type, Year Earned, Institution, and Major Field of Study. It also provides your Certificate Number, Date Issued, Expiration Date, and the Areas of Certification.

- **My Tax Information**

- W-4 Status

This link provides your Tax Status (Single or Married), Number of

Exemptions, and Extra Withholding.

- **My Job Information**

- Job Details

This link provides your year to date earnings, contract type, hours

per day, contract days, contract months, job title, school/department, start date and information about your pay band/grade.

- Deductions & Benefits

This link lists any deductions for benefits. You will also see the district's contributions to your benefits package.

- Leave Balances

This link provides the balances for your leave in hours and days by leave type.

- Leave History

This link provides you with a detailed breakdown of your leave for the current fiscal year.

- Pay History

This link allows you to view and print past pay stubs from July 2013 to present.

- **My Benefits**

- Employee Benefits- District Website

This is a quick link to the Employee Benefits page of the District Website.

- Employee Benefits Guide

This link allows you to view a PDF copy of the current Benefits 101 Guide.

- Manage Your Benefits

This is a quick link to Your Benefits Portal. You can learn about CCDS benefits, get benefits advocacy, and make your annual enrollment selections (during applicable dates only).