



DENVER PUBLIC SCHOOLS
Employee Self-Service
Quick Reference

What is the Employee Self-Service site?

DPS Employee Self-Service provides employees with on-line access to a variety of personal information; such as benefits, payment history, leave balances, and tax information. Employees can update their home address, home phone number, and W-4 information. At this time, Employee Self Service is available only through your DPS Intranet site at:

<https://employeeinfo.dpsk12.org>

What is my Password?

Your username and password are the same as your **Outlook email** login. Or, if you log into Novell first, your SEA login will be the same as your Novell login.

If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 303-764-3888 or email the Hotline at [Hotline, DoTS](#).

Is Self-Service Secure?

Self-Service is secure within the Denver Public Schools Intranet. Always use the **Logout** button on your self-service screen when you finish a session. You must **CLOSE THE BROWSER** to end your session.

How do I Get Started?

Step1. Using Internet Explorer, type in the following path in the address field:
<https://employeeinfo.dpsk12.org>

HINT: Save this web address in your Bookmarks or favorites. Click on “Favorites” at the top of the screen. Next, select “add to Favorites A box will appear that allows you to change the name of the website. Select “OK”.

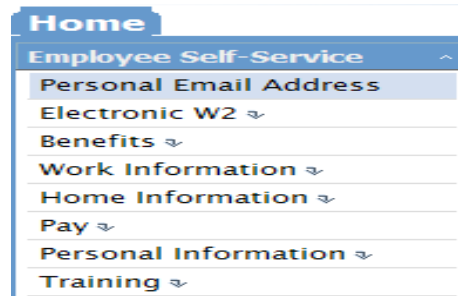
The **“User Name and Password Required”** window appears.

-Enter your assigned User Name.

-Enter your password. Click “OK.”

Hint: if the window “Save the Password” appears, do not check the box to save your password.

The Self Service Web site appears:



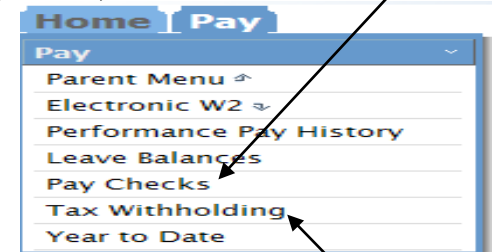
Step2. View the main Employee menu on the left side of the screen. Some of the options available:

- Pay
- Benefits
- Personal Information
- Work Information
- Training

Step 3. Click the option you wish to view

Pay (Pay Information):

(To view Paycheck information, Change Tax Withholding, and View Year to Date Pay information)



Tax Withholding

Viewing/ Changing Your W-4:

1. Click on “Tax Withholding”
2. To Change Your W-4 information, click on the **”Change”** button for both Federal and State withholding.

Change	Description	Resident Status	Marital Status	Exemptions	Additional Amount
◆	FEDERAL WITHHOLDING TAX	Resident	Single	1	
◆	STATE WITHHOLDING TAX	Resident	Single	1	

3. Line 3 Marital Status
4. Line 5 # of Exemptions
5. Line 6 Additional Tax Amount If Desired. Must enter flat dollar amount.

Note: Exempt filers and employees submitting 11 or more exemptions cannot change their W-4 using the web. A hard copy must be turned into Payroll.

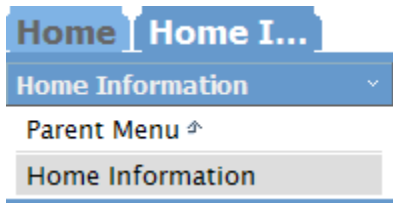
Personal Information:

(Certifications, Education, Emergency Contact, Personal Profile, etc)



Changing Your Address:

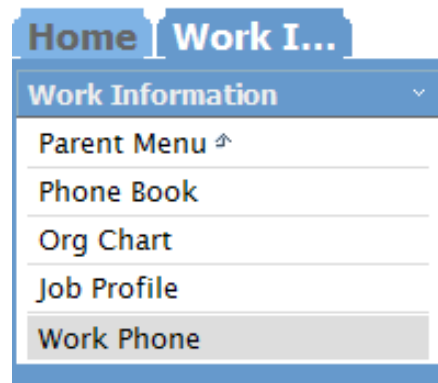
1. Click on “**Home Information**” under the Home Screen.



Change your address on the right, then click

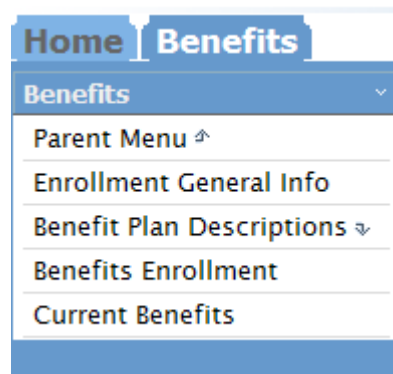
Work Information:

(To View Job Profile and Change Office Phone)



Benefit Information:

(To View Current Benefits, Dependents, Benefit Plan Descriptions, and (during Open Enrollment Only) Change Benefit Enrollment.



Please see instructions in this section or contact HR Benefits at <http://hr.dpsk12.org/benefits>

Logging Out:

- Step5.** Close the window session by clicking the **logout** button in the upper-right corner of your self-service window.
- Step6.** Follow the directions that pop up to make sure you are totally logged out.

YOU MUST CLOSE YOUR BROWSER TO LOGOUT.