

Warren Township Schools Employee Service Portal Instructions

STEP 1: Enroll yourself in the ALIO Employee Portal by going to the following link:

<https://www.aliosolutions.net/WARREN>

BEFORE YOU CAN LOG IN, YOU MUST CREATE AN ACCOUNT.



Sign In to Employee Service Portal

Username:

Password:

[Forgot your username?](#)

[Forgot your password?](#)

[Create an account](#)

Attention: this application is supported in the following browsers:
Windows Internet Explorer® 9, 10, 11
Microsoft® Edge®
Mozilla® Firefox® 55
Google® Chrome® 61
Safari® 6 - MAC only.
Functionality cannot be guaranteed if you are using an unsupported browser.

[Need Help?](#)



Enter data. All fields must be completed. Date format: mm/dd/yyyy.

Personal email is best

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"/>	
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"/>	

*All information is required

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STEP 2: AN EMAIL WILL BE SENT WITH AN AUTHORIZATION LINK TO BE CLICKED THAT WILL ACTIVATE YOUR ACCOUNT.

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



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Weidenhammer

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


The screenshot shows the main dashboard of the Employee Service Portal. At the top, there is a navigation bar with several menu items: Home, Benefits & Deductions, Certificates, Dependents, Employee Directory, Employer Forms, Leaves, and Payroll. The 'Payroll' item is circled in blue, and a blue arrow points to it from the text above. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'My Current Information' and has three tabs: Business (selected), Personal, and Emergency Contacts. Under the Business tab, there is a list of information including Primary Location (MSD WARREN TOWNSHIP/WECC (0060)), Orig Hire Date, Hire Date, Job, Approval Dept, Office Phone, and E-Mail. The right column contains sections for System Messages and Quick Links, both of which are currently empty.

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STEP 5: 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.



Payroll

 Past pay date

Pay Check Calendar - Click highlighted date to view details

July 2017						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5