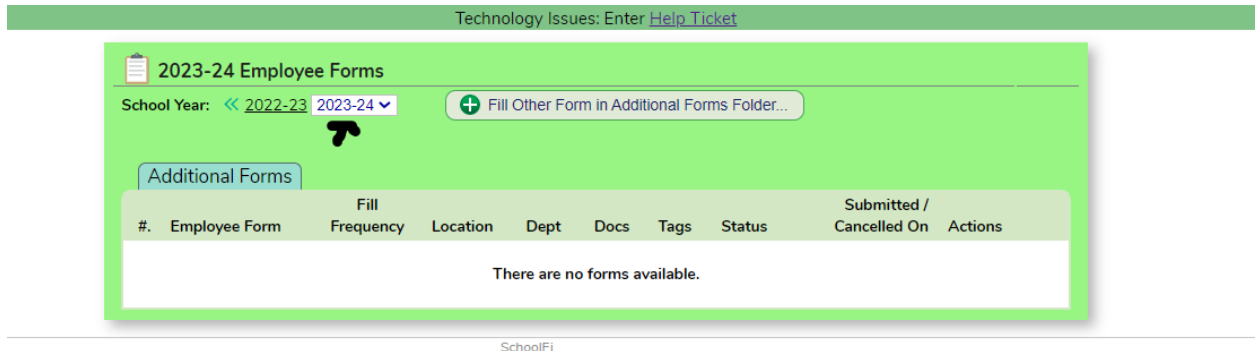
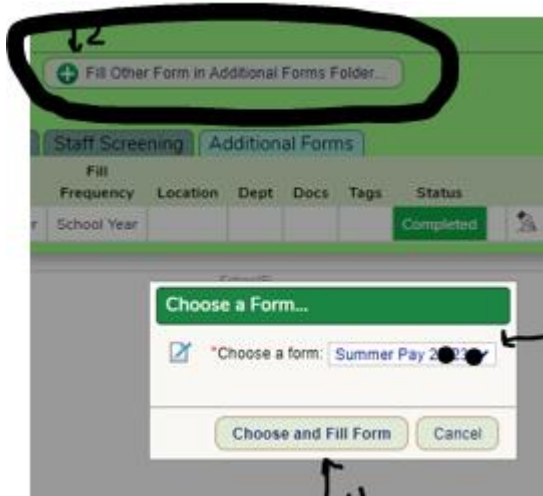


Summer Pay 2023-2024 School Year Instructions

1. Log into the employee portal
2. Choose the “Documents Tab”
3. Choose “employee Forms”
4. Select **2023-24** School year (this will default to the current school year and you need to choose next school year)



5. You must then **Click +Fill Form** if form has not auto-populated



6. Choose a Form “**Summer Pay 23-24**”
7. Choose and Fill Form
8. Complete the form and **sign and submit**. Only do this once and this will have you enrolled for 2023-2024 School year.
9. **Deadline** for completion is **June 15th 2023, no exceptions**.
10. **Questions?** Email Payroll@wwprsd.org