SISPortal User Guide - Lindbergh

Portal User – Login

Access to the SISFIN portal is through the Lindbergh Webnetwork. The website can be accessed from the top of the Technology Home page, from the Business Services webpage under Useful Links or by typing in the following URL:
https://webportal.lindberghschools.ws/

You must first log in to the portal. For first time users your ID and password will be your employee ID in SISFIN. See Payroll department if you do not have this information. Call Claudia Hynes at extension 8817 or Kathy Wood at extension 8642.

First Time Login

As soon as you log in for the first time, you will see a message explaining how to change your User ID and Password. You only have 4 grace logins before you must change your user ID and Password. You must change the user ID and the Password one at a time. ***Do Not try to change both at the same time***. When you have finished, click the home button.

Forgot Your User ID or Password?

Click on the button, Forgot UserId/Password and the information will be emailed to you. (Email addresses must be set up in the user's demographic record on the MISC tab.)

Portal Menu

Once you have logged in successfully, you will see the "Main Menu" screen.
The top portion of the menu contains HR related items.
The bottom portion of the menu is designated for other SISFIN actions and or items. You will only see the items listed below that are applicable to you. If you are an activity/club sponsor, clicking on the Activity/Club link under my SISFin Portal will bring up a list of your clubs. Click on it and you can get a current statement of the account.

Change UserID, Password

You can change your User ID and or Password anytime you are logged in by selecting "Change UserID, Password" from the Portal Menu.

View Personal and W4 Information

When viewing this screen, if you wish to make changes to your W4 withholdings, click on the icons provided for Federal IRS or State at the bottom of the page to print a blank W4 to be filled out and sent to Central Office.

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Personal Information

Name and Address	June R Burton 123 Test Street Testy MO	
Phone Number		
Email Address	jburton@school.k12.mo.us	
Birth Date	10/25/1962	
Hire Date	9/30/2008	
	Federal W4	**State W4**
Marital Status	Married	Married - Spouse Works
Dependents	0	
Dependents State		0.0000
Personal State		0
Additional	25.00	15.00
Fixed	0.00	0.00
Fixed Percent	0.00	0.00

click HERE to print/display IRS Form W4.

IRS

click HERE to print/display Missouri Form W4.

MISSOURI

click HERE for the Social Security Administration web site.

View Leave Balance

This screen is only for viewing your leave balances. You will also see Leave detail of any type of leave you have used in the current fiscal year.

To make a Leave Request, click the button and choose the link "Submit Leave Request" from the main menu.

Leave Balance

Leave Name	Start Year	YTD Earned	YTD Used	YTD Docked	Balance
Vacation	0.00 hours	40.00 hours	0.00 hours	0.00 hours	40.00 hours
Personal	0.00 hours	14.00 hours	0.00 hours	0.00 hours	14.00 hours
Sick	0.00 hours	80.00 hours	0.00 hours	0.00 hours	80.00 hours
Prof Leave	0.00 hours	80.00 hours	8.00 hours	0.00 hours	72.00 hours

Leave Detail

Transaction Date	Leave	Units	First Day	Last Day	Description
9/30/2009	Prof Leave	8.00 hours	10/20/2009	10/20/2009	

View Pay History

When viewing pay history, you have the ability to choose from which fiscal year using the "Year" drop down. If you want to print a pay stub, you must have adobe acrobat reader, (version 9 or higher) installed on the computer you are printing from. Click button.

Home 🏠   📁 Welcome, June R Burton

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◀					Pay History				Year	July 1, 2009 to June 30, 2010 ▼		Page 1 of 1

July 1, 2008 to June 30, 2009
July 1, 2009 to June 30, 2010

Gross Pay	Fed Tax	State Tax	City Tax	OSDI	Medicare	PSRS	PEERS	Other	Ded	Net Pay	Date	Check #	
6,000.00	486.91	221.00	0.00	0.00	87.00	866.46	0.00	0.00	532.00	3,806.63	7/20/2009	212407	Print Stub ⇨
6,000.00	486.91	221.00	0.00	0.00	87.00	866.46	0.00	0.00	532.00	3,806.63	8/20/2009	212415	Print Stub ⇨
6,000.00	486.91	221.00	0.00	0.00	87.00	866.46	0.00	0.00	532.00	3,806.63	9/20/2009	212425	Print Stub ⇨

For security purposes, you will be prompted for a password. Every user's password is the last 4-digits of their social security number.

The *View Benefits* and *View Deductions* links allow you the same options as View Pay History.

Each time you want leave the current screen, click the home button to return to the main menu.