

# Document Self-Service

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## Human Resources



DISTRICT 300

# What is Document Self-Service?

DSS gives you the ability to receive and view your D300 documents via the web and/or email. You can access...

- Paystubs
- W-2's
- Employee documents  
contained in your HR  
personnel records

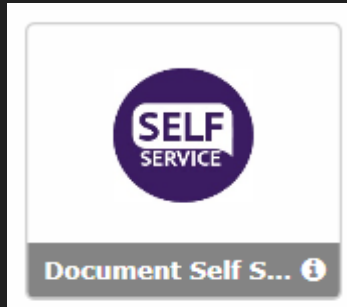


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# There are two ways to access Document Self-Service

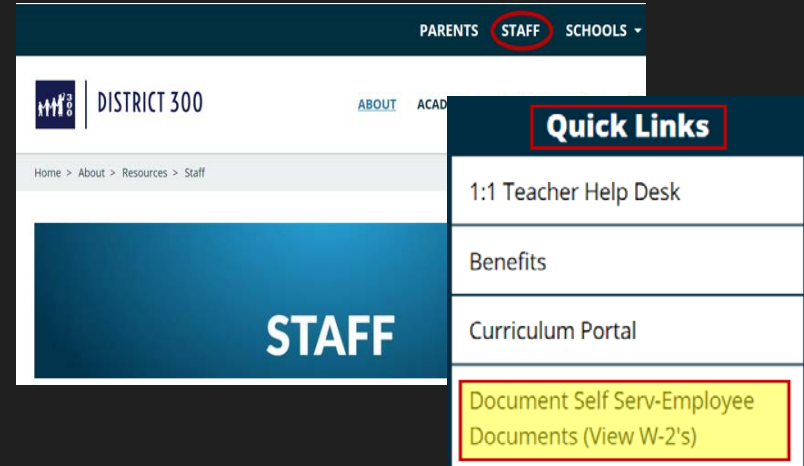
## RapidIdentity

[Http://id.D300.Org](http://id.D300.Org)



## Staff Quick Links

[WWW.D300.Org](http://WWW.D300.Org)



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# Use D300 Universal Login Credentials

Username:

first name.last name

Password:

case sensitive password  
created when initializing  
D300 computer access

## Document Self-Service

Login credentials are needed to access Document Self-Service.

### Login

Username:

Password:

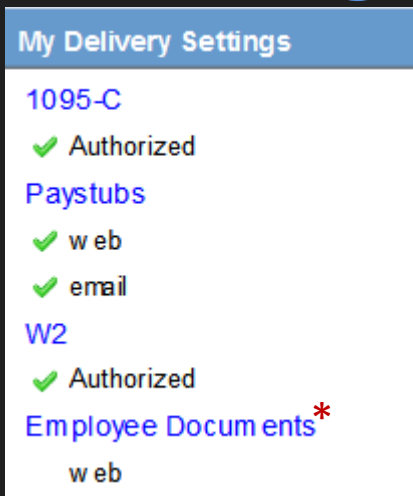
*\*Credentials are case sensitive*

Login



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Using the “My Delivery Settings” menu select the document you want to authorize for delivery. Please authorize delivery for the following document types.




- 1095-C
- Paystubs
- W2's

\* no authorization required



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Enter the format you wish to use to receive your documents in, email and/or web, and enter your district and/or personal email account information. Entering your personal email account ensures you will still have access to your documents should your D300 email access end. A green  will appear when you have successfully completed the authorization of a selected document type.

My Delivery Settings [Home](#) > [My Delivery Settings](#)

1095-C Paystubs W2 Employee Documents

Please choose your delivery options for your 1095-C documents.

You will receive emails at your **primary email address**:

as well as your **secondary email address**:

✓ Authorized

Yes	No	Web Delivery
<input checked="" type="radio"/>	<input type="radio"/>	Deliver my 1095-C document(s) via web access. <i>Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.</i>



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# To view a document double click the magnifying glass

My Employee Documents Documents [Home > My Employee Documents Document](#)

Please click the Preview icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens the first time. You may review the disclosure in the future by selecting the disclosure link at any time.

[Delivery Options](#)

Filter By Year: [Show All] ▼




EmpNumber	Document Name	Document Date	Document #	Disclosures	View
	Payroll - Kronos Corrections	3/6/2017	129237		
	Leave Non-Med - Paid Time Off	12/13/2016	125400		

Exhibit B

**COMMUNITY UNIT SCHOOL DISTRICT 300  
KRONOS & SMARTFIND CORRECTION FORM**



Today's Date 03/06/2017

Employee #

Employee Name

Base Building Central Office

Date(s)	Kronos Correction			SmartFind Correction			Comp Time	Comments
	Missed Punch-In Time	Missed Punch-Out Time	Delete Punch	Vacation	Sick	Personal	Convert or Use	
3/6/17	8:00							



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