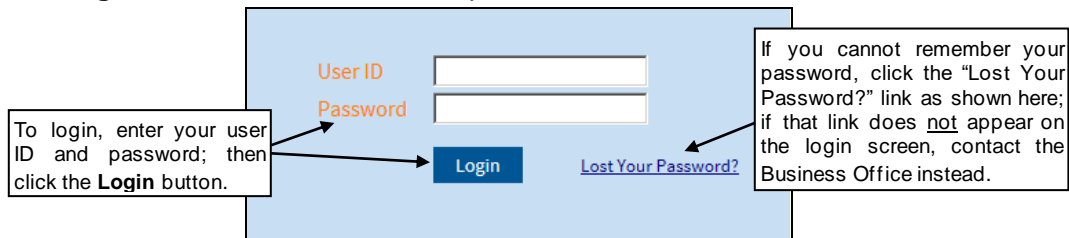


Web Link Instructions

Logging In:

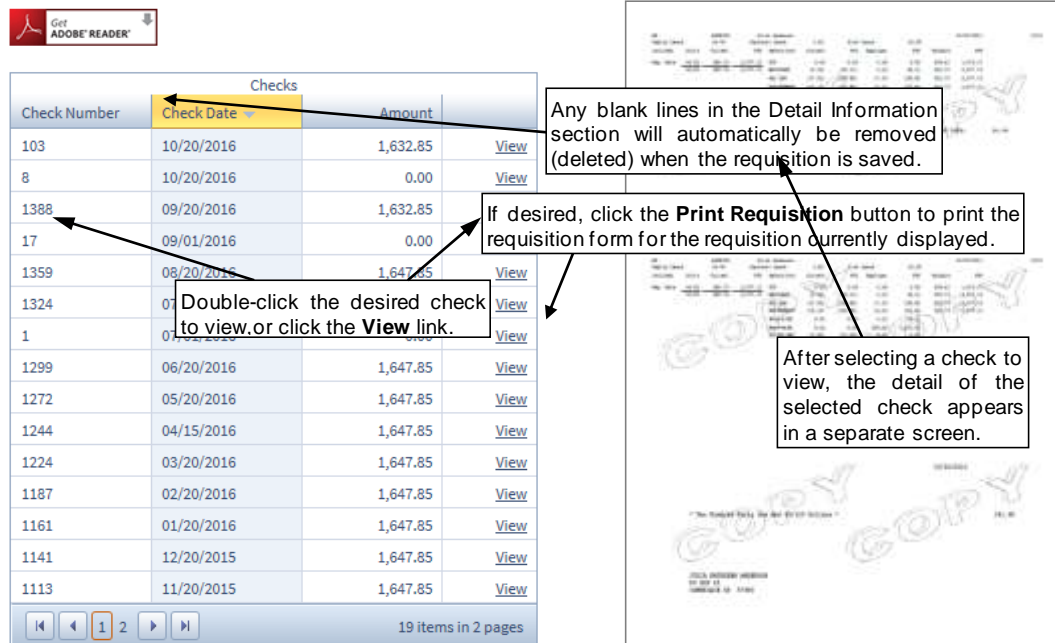
- Access Web Link at the address noted below.
Web Link Address: <https://wl.sui-online.com/bhssc>
- Enter your user ID and password; then click the **Login** button.
 - **User ID field:** Your user ID is the first 4 letters of your last name and the first 3 letters of your first name. Example: Jane Johnson's user ID is JOHNNAN.
 - **Password field:** Initially, your password will be the last 4 digits of your social security number. We request that you change your password after initially logging in by selecting the **Settings** menu, and then **Change Password**. Please create a password that is 12 or more characters.



Viewing Check History/Reimbursements:

- In Web Link, select the **Employee Information** menu, **Payroll and Compensation**, and then **Check History/Reimbursements**.
- The posted checks and direct deposit stubs (excluding voided ones) appear on the screen.

Check History



Check Number	Check Date	Amount	
103	10/20/2016	1,632.85	View
8	10/20/2016	0.00	View
1388	09/20/2016	1,632.85	
17	09/01/2016	0.00	
1359	08/20/2016	1,647.85	View
1324	07/20/2016	1,647.85	View
1	07/20/2016	1,647.85	View
1299	06/20/2016	1,647.85	View
1272	05/20/2016	1,647.85	View
1244	04/15/2016	1,647.85	View
1224	03/20/2016	1,647.85	View
1187	02/20/2016	1,647.85	View
1161	01/20/2016	1,647.85	View
1141	12/20/2015	1,647.85	View
1113	11/20/2015	1,647.85	View

19 items in 2 pages

Any blank lines in the Detail Information section will automatically be removed (deleted) when the requisition is saved.

If desired, click the **Print Requisition** button to print the requisition form for the requisition currently displayed.

Double-click the desired check to view, or click the **View** link.

After selecting a check to view, the detail of the selected check appears in a separate screen.

- To view the detail information included on a check, or print a copy of a check, click the **View** link located to the right of the desired check, or double-click on the desired check.



- Complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**) to print a hard copy of the check. To save the report as a file, select the **File** menu and then **Save As**; when prompted, specify the name and location of the report file, and then click the **Save** button.

Viewing W2's & 1095:

- In Web Link, select the **Employee Information** menu, **Payroll and Compensation**, and then select **W2s** or **1095s**
- Agree to the terms, select continue, choose the correct year, and then View/Print

Updating Contact Information, W4s, Direct Deposit:

- In Web Link, select the **Employee Information** menu, **Personal Information**, and then select **Contact Information, W4s, or Direct Deposit**, update information as needed save and submit

Miscellaneous Tips:

- When navigating in Web Link, use the **Tab** key or your mouse to move from field to field.
- You must have the web browser on your computer set to allow pop-up windows in order to use all functions in Web Link properly. The settings to allow pop-ups can be defined for just the web server used for Web Link if desired.
- A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to generating reports or viewing check history; if you do not have a PDF viewer, download Adobe® Reader by clicking the **Get Adobe® Reader** button or going to <http://get.adobe.com/reader/> and following the instructions.
- When exiting Web Link, always click the **Log Out** option at the top of the screen to ensure your user ID does not get "locked" by the system (act as though you are still logged in).

For additional assistance please contact the Business Office at businessoffice@bhssc.org or 605-347-4467.