



# Memorandum

**To:** All Bloomfield Hills Schools Employees  
**From:** Karen Healy, Director  
Human Resources and Payroll  
**Date:** January 14, 2016  
**Re:** Direct Deposit Voucher Instructions

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The Human Resources/Payroll Department has completed the final process this week and has transitioned over to the same software system Business Services has been using since July.

## What does this mean for you?

The only difference for employees will be how you access your on line paystub information.

The prior Direct Deposit Voucher link on our website will remain functional until the end of March for pay issued prior to January 1, 2016. For any pay issued after January 1, 2016, the following instructions will allow you to access your paystubs going forward:

Go to: <https://bloomfield.mipeer.org> (A link to this site will be available on the BHS website within the next few days).

Once on the log in page:

A screenshot of a web browser window showing a login page. The browser's title bar reads 'Login' and 'Connect to BloomfieldHillsProd'. The page content includes the heading 'Welcome to Employee Online!', followed by 'User:' and 'Password:' labels next to input fields. A blue link labeled 'Forgot Login' is positioned below the password field. A 'Login' button is located at the bottom right of the form area.

Enter your new employee ID number. **PLEASE NOTE:** Your new employee ID number will be the same number that you currently use to access your voucher information, but where the first number is a '1', you will insert an 'E' followed by the remaining seven digits of your current ID. For example, if your current ID is 10001234, your new ID will be E0001234. Your temporary password is your nine-digit Social Security Number (no dashes).

If you do not know your employee ID, you can obtain that number in several ways:

- Your employee ID is on your AESOP home page (listed as *Alternate Login ID*)
- Your employee ID can be found on any voucher issued prior to January 1 (by logging on to the prior Direct Deposit Voucher link)
- If you are an AFSCME employee, your building/department secretary has access to your employee ID
- Any staff member in HR can assist you. An email to an HR staff member with 'Employee ID' in the subject line is preferable and we will reply to you as quickly as possible and appreciate your patience!

Once logged in, you will be prompted to change your password:

Change Password - Connection: BloomfieldHillsProd

Login:

Old Password:

New Password:

Confirm New Password:

[Change Password](#)

[Help](#)

You will then be directed to your home page, where you can click on the links on the left-hand side of the screen to access your personal information, including check stub details, current tax withholding and direct deposit information, as well as an employee directory.

BusinessPLUS  
a PLUS 360 Application

Employee Online

Employee Online

EO Home

- [Message Page](#)
- [Employee Directory](#)

Personal Information

- [Home Address](#)
- [Emergency Info](#)


Pay Information

- [Direct Deposit](#)
- [Check Stub](#)
- [Tax Info](#)

Job Information

- [Current Job](#)
- [Historical Jobs](#)

Welcome



Welcome to the Employee Online website. This site provides a way for you to keep track of your payroll details, leave and vacation balances.

Please feel free to browse your current payroll setup. At the current time, you have read-only access, but in the future, you will be able to update your home address and phone number through this site.

**IMPORTANT:**  
If you are logging into this site for the first time, please take a few moments and update your [emergency contact information](#). In case of an accident or emergency, this will assist your supervisor and the Human Resources Department contact your family or friends in the event you are unable.

You are encouraged to enter your Emergency Info, as this will aid your building/department secretary and principal/supervisor in the event of an emergency and your family or other designated individual(s) need to be contacted.

Leave and vacation balances and detail will be available soon. If you need to check on your available leave and/or vacation balances in the meantime, please contact Human Resources (x5425) and we will be happy to assist you.

Updates to this site are anticipated in the near future which will provide you with even more information. All employees are encouraged to access their information regularly.

We hope you will find the Employee On Line site helpful and easy to use and welcome any comments you may have!