

myView Employee Reimbursement Information

Go to the web site <http://myView.isd194.k12.mn.us> and log-in to myView like you would to view your payroll information. Once you are logged in select the Expense tab on the menu bar or select Expense under the Menu Options to view your Expense Reimbursement.

myView

Home | Payroll | Leave | Personal Information | License | **Expense** | W2 | My Account | Log Out

Welcome to myView District: Independent School Dist #194

Menu Options

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Your pay information, including checks issued to you or direct deposits made
- [Licenses](#)
Your licenses and certifications
- [Expense](#)
Your non-payroll business expense reimbursements
- [Personal Information](#)
The following links will display your personal demographic information.
- [Tax & Bank Info](#)
Your tax withholding (W-4) and direct-deposit information
- [Benefits](#)
Your employment benefits, including medical and insurance
- [Leave Updated!](#)
Your eligibility and accruals for vacation, sick and other leaves
- [W2](#)
Information from your W2 forms
- [Address & Contact Info](#)
Your personal information, including name, address and phone numbers

News Items

Title: W-2 DISTRIBUTION
 THE W-2'S WILL BE DISTRIBUTED ON FRIDAY, JANUARY 18, 2008. THEY WILL BE DELIVERED TO THE BUILDINGS ON FRIDAY MORNING. THERE IS AN UNOFFICIAL W-2 AVAILABLE ON MYVIEW THAT YOU CAN USE FOR TAX PLANNING PURPOSES. SUBSTITUTES AND CASUAL EMPLOYEES W-2 FORMS WILL BE MAILED ON JANUARY 18TH. IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT CHRIS SCRABECK IN PAYROLL AT 952-232-2035.

When you have the Expense screen open you will see your reimbursement similar to the example below. All Expense Reimbursements are made twice a month in accordance with approval from the School Board at their regularly scheduled meetings, and will be deposited into your main bank account that you selected for payroll.

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Employee Business Expense Reimbursements

Date Paid	Micar Number	Amount	Invoice Number	Invoice Comment
12/11/07	000364	177.23	EMP REIM1015-1121	
08/28/07	000001	80.00	JULY-AUG 07	

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If you have any further questions, you may contact Joan Eckdahl in Accounts Payable @ 952-232-2032. Thank you.