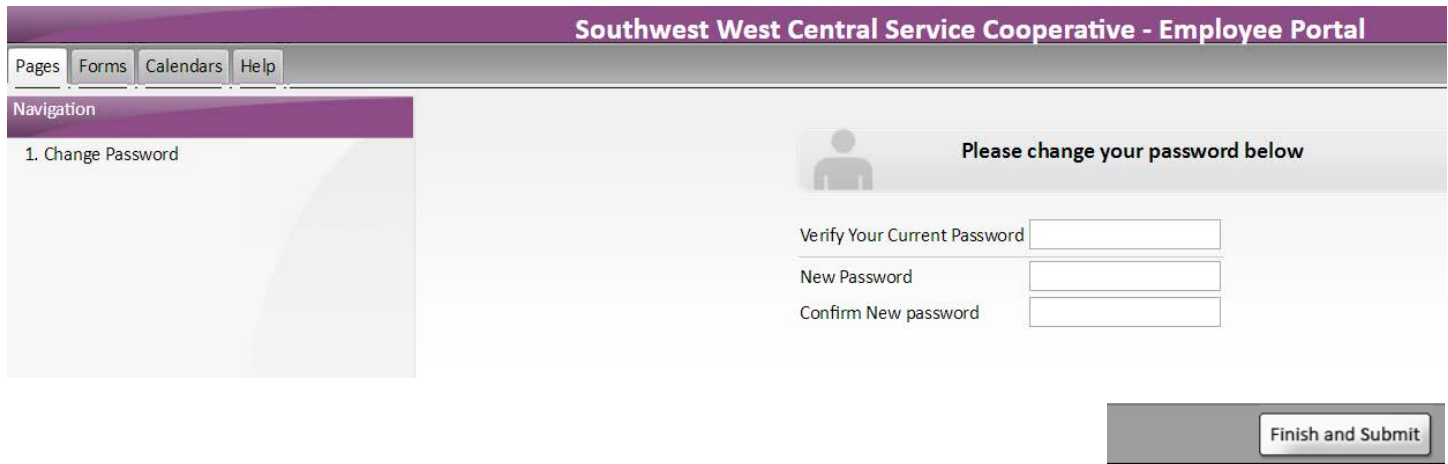


APPLITRACK – EMPLOYEE LOGIN INSTRUCTIONS

Employee login: <https://www.applitrack.com/swsc/onlineapp/Employee.aspx>

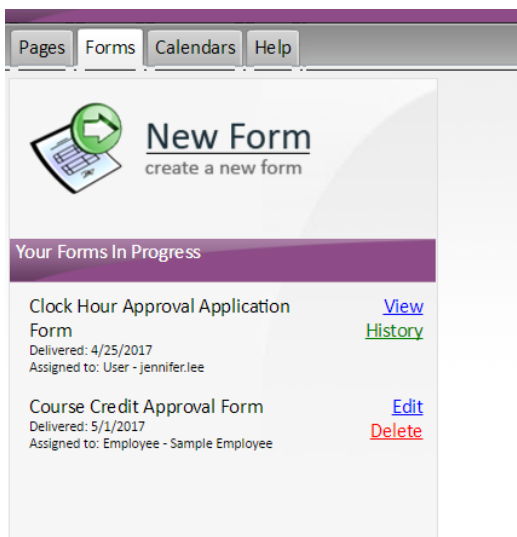
Enter work email address (remember to use the new swwc email), click “forgot password” link.

An email will be sent to your work email with a temporary password. Use the temporary password to login to the system the first time. Please click the pages tab as shown below and change your password immediately. Remember to click “finish and submit” in the lower right corner for the new password to be saved.



The screenshot shows the 'Southwest West Central Service Cooperative - Employee Portal' interface. At the top, there are navigation tabs for 'Pages', 'Forms', 'Calendars', and 'Help'. Below the navigation is a 'Navigation' sidebar with a link to '1. Change Password'. The main content area features a message: 'Please change your password below' with a user icon. Below this message are three input fields: 'Verify Your Current Password', 'New Password', and 'Confirm New password'. A 'Finish and Submit' button is located in the bottom right corner of the form area.

Employees will now be able to start forms themselves without having to have their administrative assistants send them the link each time. The routing of the forms will remain the same – Directors, HR, etc. will still get the same notifications as previously setup when these forms are completed and submitted.




The screenshot shows the 'New Form' page in the Employee Portal. At the top, there are navigation tabs for 'Pages', 'Forms', 'Calendars', and 'Help'. Below the navigation is a 'New Form' section with a green arrow icon and the text 'create a new form'. Below this is a 'Your Forms In Progress' section with a purple header. It lists two forms: 'Clock Hour Approval Application Form' and 'Course Credit Approval Form'. Each form entry includes delivery and assignment dates and names, along with 'View', 'History', 'Edit', and 'Delete' links.

Employees can click the forms tab, then select the New Form hyperlink to bring up a list of forms they can begin on their own.

From this screen employees can also edit a form in progress and delete if they no longer need the form and haven't submitted it yet. If you accidentally submit a form and no longer need it, please email hr@swwc.org with the name and date of the form to be deleted. HR is the only ones that can delete out forms once submitted.

Employees can click the green “preview form” link to see a snapshot of the form contents.



To start a form click the blue “start form” hyperlink and the form will open up to be filled in and completed.







Create a New Form

Select a form below to create a new form.

Continuing Education Clock Hour Approval Forms

	<u>Clock Hour Approval Application Form - Teacher Hours</u>	Start Form Preview Form
	<u>Clock Hour Submission Form - Administrator Hours</u>	Start Form Preview Form

Forms

	<u>Employee Direct Deposit Authorization</u> This form first goes to: Elizabeth Sullivan	Start Form Preview Form
	<u>Federal 2021 W-4 Form</u> This form first goes to: Elizabeth Sullivan	Start Form Preview Form
	<u>MN 2021 Employee Withholding Allowance/Exemption Certificate W-4</u> This form first goes to: Elizabeth Sullivan	Start Form Preview Form
	<u>Voluntary Payroll Deduction Authorization Form for Charitable Contributions to the SWWC Foundation for Innovation in Education</u> This form first goes to: Elizabeth Sullivan	Start Form Preview Form



Thank you for supporting the SWWC Foundation!