

SDS WEB OFFICE LOGIN INSTRUCTIONS

The SDS Web Office Link is located on the mercerschools.org website under Faculty tools.

<https://ssl.schooloffice.com/mercer/sdsweboffice/>

To login to SDS Web Office, you will use your employee number previously distributed as your user name. This number will remain as your user name.

Your password is temporarily the last 4 digits of your Social Security Number. You will have to change your password upon login, and it must be at least 6 digits, containing letters, number, and a symbol.

Once you're in, you will see an information tree on the left hand side of the screen where you can access your information. Your pay stubs are located under the "Message Center." This opens looking like an email screen. Each payroll date is a separate message. Click on the paperclip attachment for your pay voucher. You can also get to your pay stub under "Employee Information -> Payroll Register / Checks."