

**Directions if you are an employee
with CHILDREN ENROLLED in the district
and your spouse/your child's other parent
DOES NOT WORK in the district**

You are an employee with CHILDREN ENROLLED in the district – your spouse/your child’s other parent does not work in the district

The screenshot shows the 'Employee Info' page in the SNOHOMISH S D NO 201 Employee Access system. The page is divided into several sections: Demographic, Personnel, Payroll, Time Off Status, Food Service, Employee Letters, Emergency Contacts, and Reports. The 'Employee Info' section is currently active, showing fields for Name, Phone, and Race and Ethnicity. The 'Phone' section is highlighted with a red circle, and the 'Request Changes' button is also circled in red.

Employee Info

Employee Information

[Request Changes](#)

Name

Former Name: Conf.

Spouse Name: Conf.

Phone

Phone 1: Ext: PCat: Conf.

Phone 2: Ext: PCat: Type: Conf.

Phone 3: Ext: PCat: Type: Conf.

1st Email: Type:

2nd Email: Type:

3rd Email: Type:

4th Email: Type:

All Emails Confidential?

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native

2-Asian

3-Black or African American

4-Native Hawaiian or Other Pacific Islander

5-White

If you are a district employee and your phone number is incorrect in ParentSquare, you need to change your numbers yourself in Employee Access. Your numbers in Employee Access should be **YOUR** phone numbers ... not the numbers of a spouse or family member.

If you are an employee who has children enrolled in the district (but your spouse/your child’s other parent does not work in the district), the number in **Phone 1 field** and the number in the **Phone 2 field** must be identical and there must be a number entered in both fields. Due to the way Employee Access information feeds into Family Access, this is the way your contact number can appropriately be loaded into your child’s Family Access profile and associated staff and family ParentSquare profiles.

- Put your cell number in Phone 1
- Repeat your cell number in Phone 2 (same number as Phone 1)
- Leave blank or put additional work or home number in Phone 3

Request Changes - Employee Information

Employee

Employee:

Save

Back

Demographic Request Change - Employee Information

Name

Former Name: Conf.
Spouse Name: Conf.

Phone

Phone 1: Ext: PCat1: Conf.
Phone 2: Ext: PCat2: Type:
Phone 3: Ext: PCat3: Type:
1st Email:
2nd Email: Type:
3rd Email: Type:
4th Email: Type:
All Emails Confidential?:

Race and Ethnicity

Ethnicity: Hispanic/Latino?
Federal Race: 1-American Indian or Alaskan Native
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