

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 **email address as your username**.

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 paystubs 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 paystub under "Employee Information -> Payroll Register / Checks.

There is also attendance and demographic information accessible under different links here as well.