

Welcome to Employee Access!

Employee Access, our new employee self service application, provides a more user-friendly interface and increased security to protect our employees—that’s you.

To access, please log in to <https://daviddouglasschdt40or.tylerportico.com/tesp/employee-selfservice/>

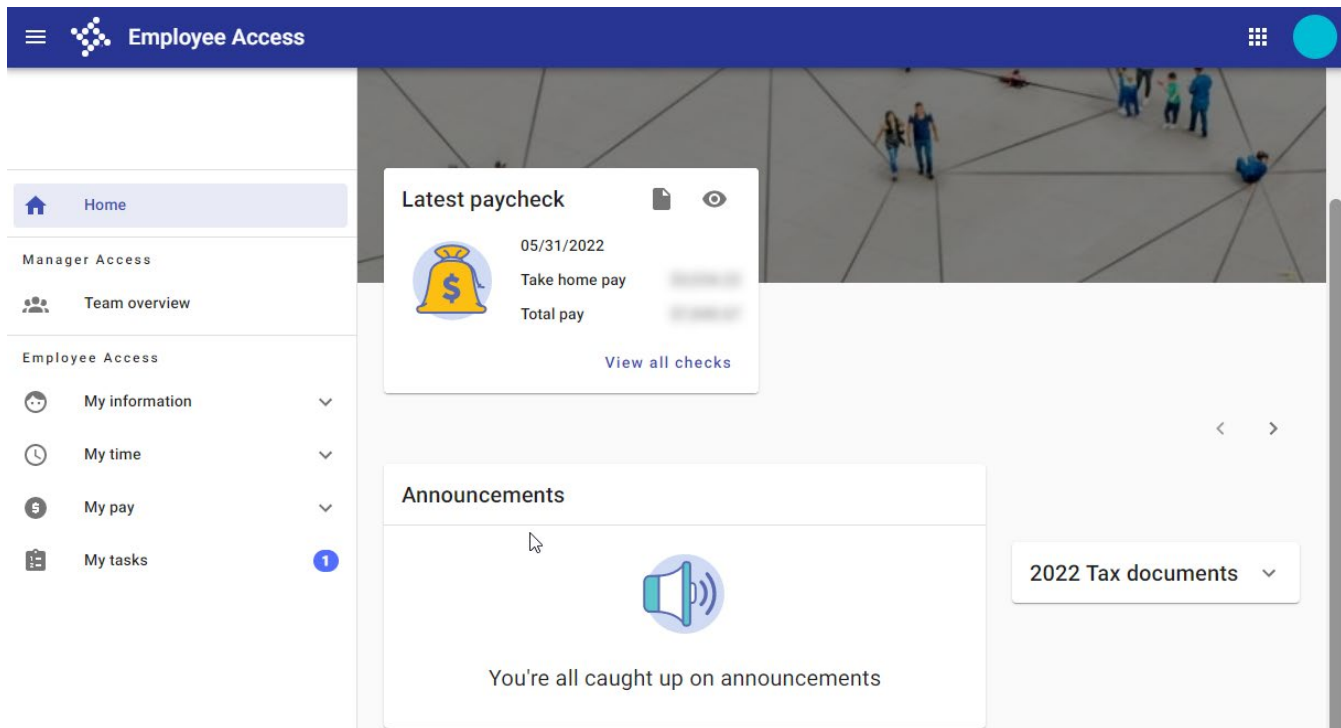
The username and password are the user’s full **email address** and **email password** for the district.

On the first log in to the new site, users must enter the last 4 digits of their social security number, date of birth, and zip code to confirm their identity.

Employee Access Overview

My Dashboard

Use the My Dashboard window to view at-a-glance information, including District Announcements and links to important Resources.

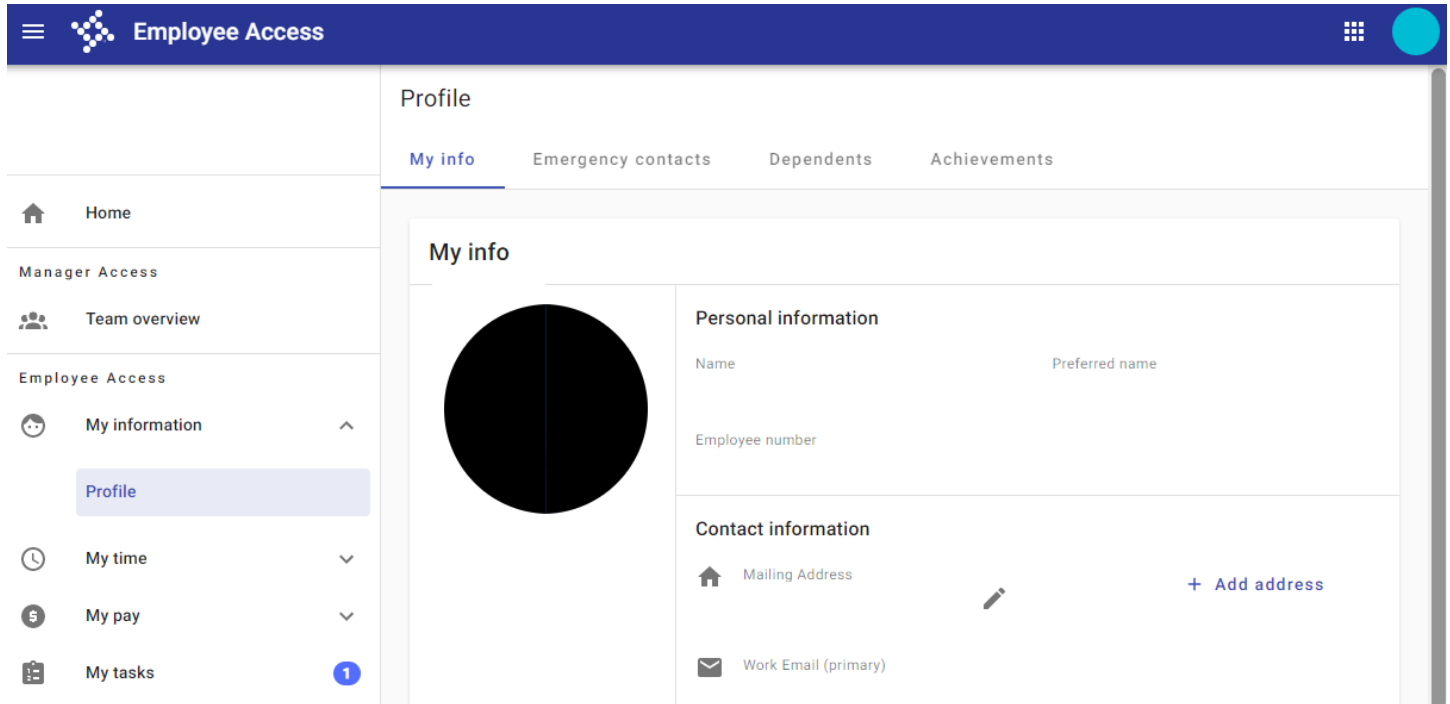


The screenshot shows the 'Employee Access' dashboard. The top navigation bar is dark blue with a hamburger menu icon, the text 'Employee Access', a grid icon, and a blue circular profile icon. The left sidebar contains navigation links: 'Home', 'Manager Access', 'Team overview', 'Employee Access', 'My information', 'My time', 'My pay', and 'My tasks'. The main content area features a 'Latest paycheck' card for 05/31/2022, an 'Announcements' section with a speaker icon and the text 'You're all caught up on announcements', and a '2022 Tax documents' dropdown menu.

My Dashboard window

Employee Profile

Review personal contact information on file with the District in the Employee Profile window. Users can submit address changes from here. Use the additional tabs to add and maintain Emergency Contact Information, as well as view Education and Certification information.



Employee Profile window

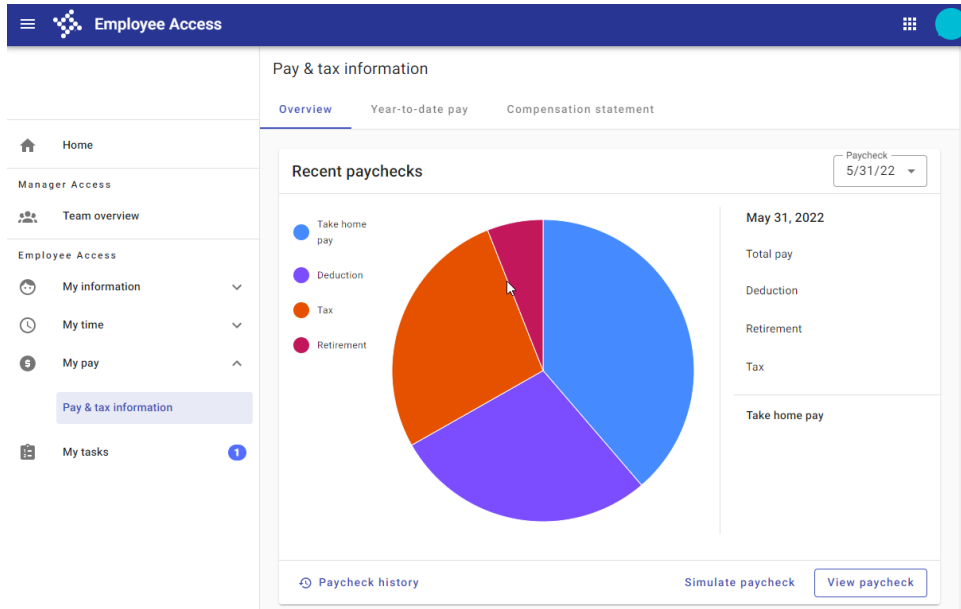
Please review and update your emergency contacts annually.

Pay & Tax

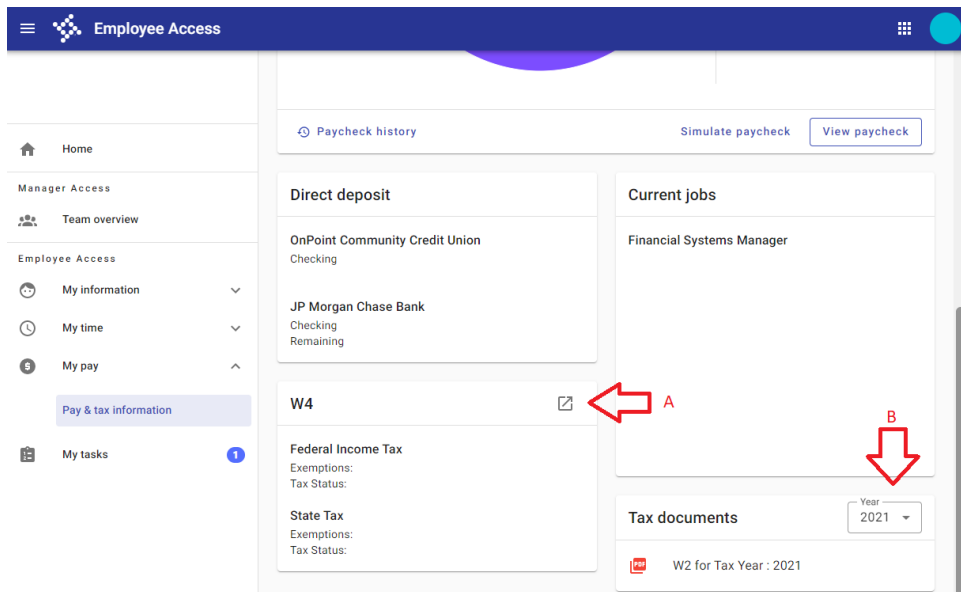
The Pay & Tax window provides an expandable visual representation of the user's paycheck, a Paycheck Simulator, and PDF copies of pay stubs.

Use Pay & Tax to view any direct deposit information on file, view and/or update W4 information, access W2 documentation, and view job information.

Additional tables also provide access to calendar Year To Date pay information.



Pay & Tax window cont.



a) You can submit updated tax forms directly to the payroll team via the W4 link, this includes federal and state.

b) You can view W2 tax documents for the last three calendar years by changing the tax documents year drop down.

My Time - Leave Balances

Use the Time Off History menu to view detailed transactions in the Transaction window.

Time Off history window

The screenshot shows the 'Time off history' window with a sidebar on the left containing navigation options like Home, Manager Access, Team overview, Employee Access, My information, My time, My pay, and My tasks. The main content area displays a table of transactions for the year 2022. A red arrow points to a toggle switch labeled 'Show accruals breakdown' in the top right corner of the window.

Accrual Type	Transaction Type ↓	Date(s)	Amount	Specific Use	Comments
ADMIN - Sick Leave	Accrual	06/01/2022, 06/30/2022	8.00 hours		View comment
ADMIN - Sick Leave	Accrual	05/01/2022, 05/31/2022	8.00 hours		View comment
ADMIN - Sick Leave	Accrual	04/01/2022, 04/30/2022	8.00 hours		View comment
ADMIN - Sick Leave	Accrual	03/01/2022, 03/31/2022	8.00 hours		View comment
ADMIN - Sick Leave	Accrual	02/01/2022, 02/28/2022	8.00 hours		View comment
ADMIN - Sick Leave	Accrual	01/01/2022, 01/31/2022	8.00 hours		View comment
OTHER - Sick Time Concurrent Use	Accrual	02/01/2022, 02/28/2022	5.33 hours		View comment

You can also show your current leave balances by selecting the toggle switch in the top right hand corner of the screen.

The screenshot shows the 'Time off history' window with the 'Show accruals breakdown' toggle switch turned on. The table below displays leave balances for various types. A red box highlights the 'Available Today' column.

Type	Available	Available Today	Start of Year Balance	Earned this Year
ADMIN - Bereavement hours	0.00	0.00	0.00	0.00
ADMIN - Emergency hours	0.00	0.00	0.00	0.00
ADMIN - Family Illness hours	0.00	0.00	0.00	0.00
ADMIN - Other Paid Leave hours	0.00	32.00	0.00	56.00
ADMIN - Personal Business hours	0.00	0.50	0.00	16.00
ADMIN - Sick Leave hours	0.00	625.00	588.00	96.00

The Available Today column will display your most up to date accruals for each leave bucket.

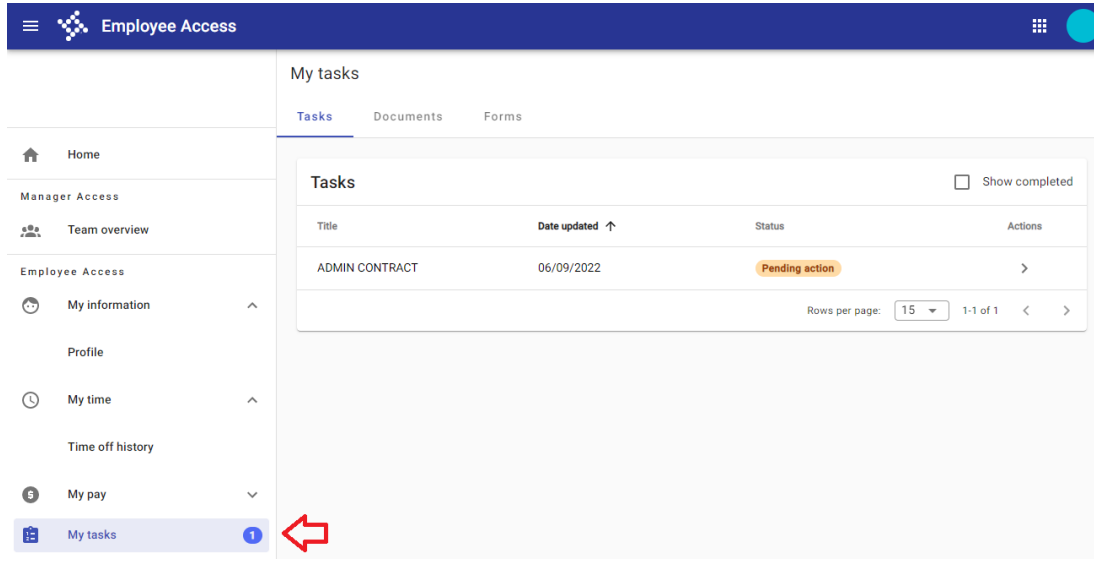
For **Classified** Staff: Please refer to Time Clock Plus for your most up to date leave balances

For **Licensed** Staff: leave taken is always reported in the following month's pay check! Leave taken in the current month will not be included in leave balances. Employees are encouraged to keep a personal calendar or record of their leave days.

My Tasks

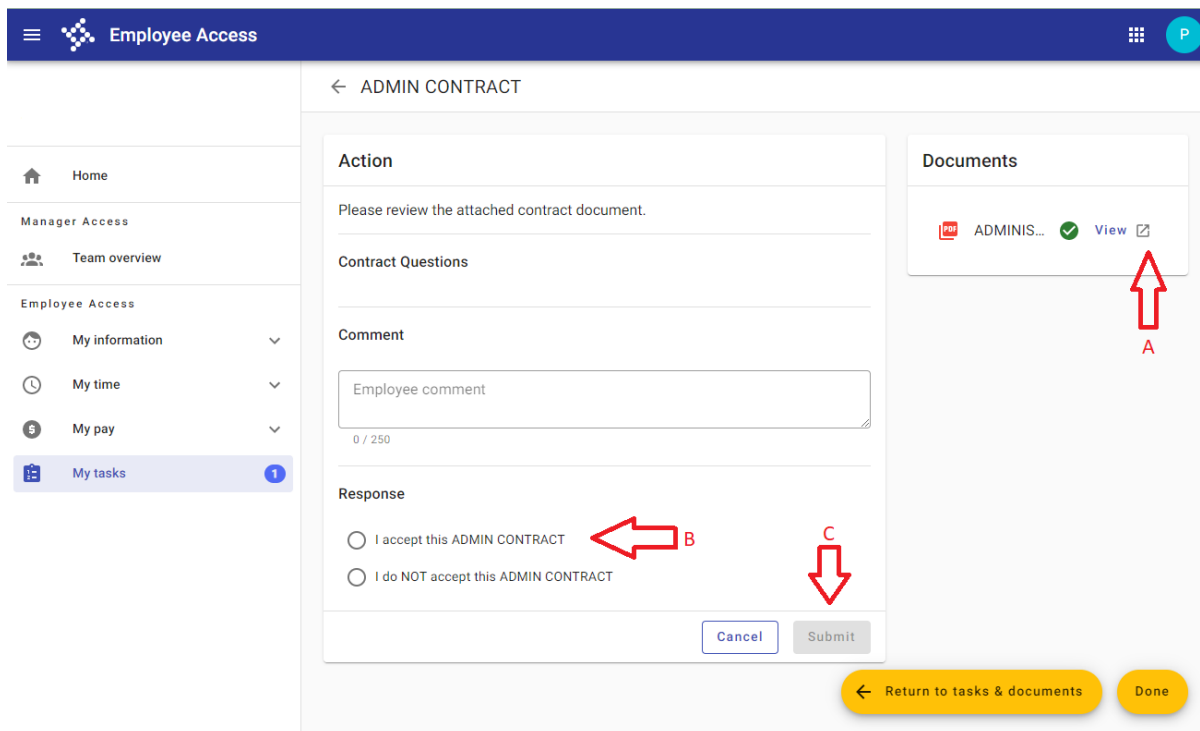
Tasks:

Tasks are items assigned by HR that you are required to complete. Tasks are primarily use for Licensed and Administrator contract acceptance. As seen below if you have a task assigned to you the number 1 will display next to my tasks.



To complete a task left click on the task and follow these steps:

- Select view to inspect the item as a PDF and verify the information is correct
- Select a radio button Accept or Reject
- Click the submit button to complete your task.



Documents:

Under Documents you can view past contracts and forms.

The screenshot shows the 'Employee Access' dashboard. The left sidebar contains navigation options: Home, Manager Access (Team overview), and Employee Access (My information, My time, My pay, My tasks). The 'My tasks' section is active, showing a sub-tab for 'Documents'. The main content area displays a table of documents:

Title	Date added ↑	Actions
Admin - Contract		
COVID-19		
COVID-19		

At the bottom right of the table, there is a pagination control: 'Rows per page: 15' and '1-3 of 3' with navigation arrows.

Forms:

Forms are where you can complete new forms that may be required.

The screenshot shows the 'Employee Access' dashboard with the 'Forms' tab selected under 'My tasks'. The main content area displays a table of forms:

Title ↑	Actions
Covid - Booster Record	
Covid - Vaccination Record	
Covid - Booster Record	
Covid - Weekly Test Results	
Covid - Vaccination Record	

At the bottom right of the table, there is a pagination control: 'Rows per page: 15' and '1-5 of 5' with navigation arrows.