Log-In Instructions for the Employee Portal

8/3/2012

Region 12 Education Service Center

Donna Pedigo

Contents

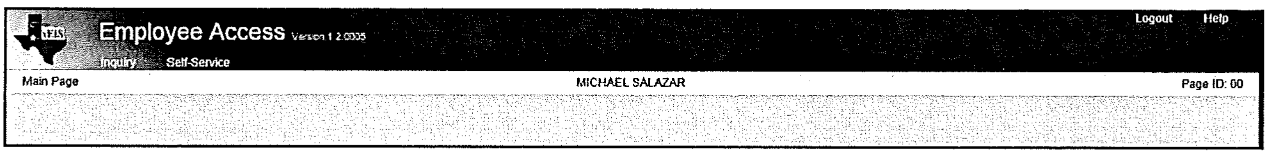
Introduction

The TxEIS Employee Access application allows employees to access current and historical pay information including calendar year-to-date information, deductions, earnings, leave balances, and W-2 information. The application also allows employees to change their demographic and payroll information online.

Depending on the district options chosen, employees may view up to 18 months of check stub information; year-to-date leave earned, used, and balances (including any unprocessed transactions entered for future payrolls); and up to five years of W-2 information.

Main Menu

The Employee Access main menu includes the current application version, an option to log out of the system, and an option to view online Help. The menu also includes options to utilize the Employee Access application.



Logout

The **Logout** link allows you to log out of the Employee Access application. Click **Logout** to log out of the Employee Access application. The application is closed, and the login page is displayed.

Online Help

With every system change that occurs in the Employee Access application, the online Help system is updated to reflect the change.

Click the **Help** link in the upper-right corner of the application page for information about the individual fields on the pages. This ensures that you will be accessing the most up-to-date information for every field in the application.

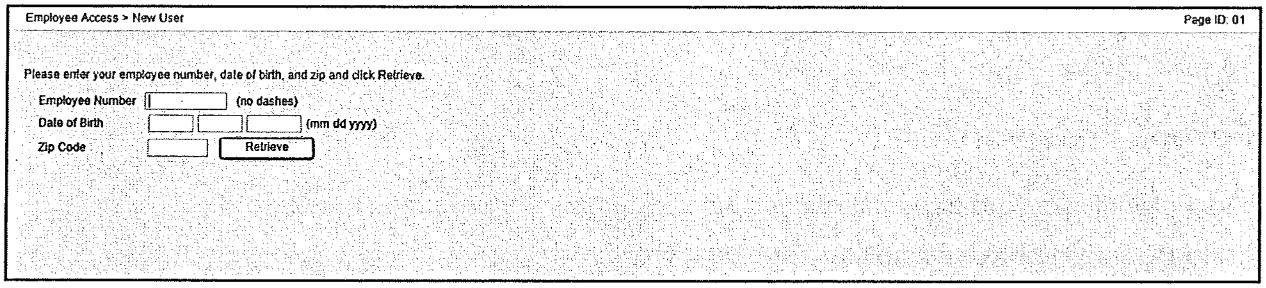
Logon

New User

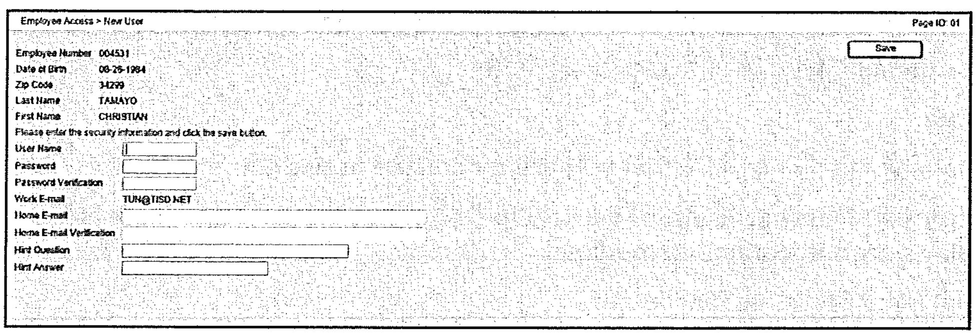
The New User page establishes security information for a new user.

To log on as a new user:

From the Employee Access logon page, click **New User**. The New User page is displayed.



1. The **Employee Number** or **Social Security Number** field will be displayed depending on the district option settings. Type your employee number, or type your nine-digit social security number.
2. In the **Date of Birth** fields, type your birth date in the MM DD YYYY format.
3. In the **Zip Code** field, type your five-digit zip code.
4. Click **Retrieve**.
   - This data is verified to ensure that you are authorized to use the system.
   - The **Employee Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields are display only and cannot be modified.
   - Additional fields are displayed for the new user.



5. In the **User Name** field, type a six-to-eight character user name. (No embedded spaces are allowed.) The name must be unique within the district; it is not case-sensitive.
6. In the **Password** field, type a six-to-nine alphanumeric password. The password requirements are set in TxEIS Preferences by the district.

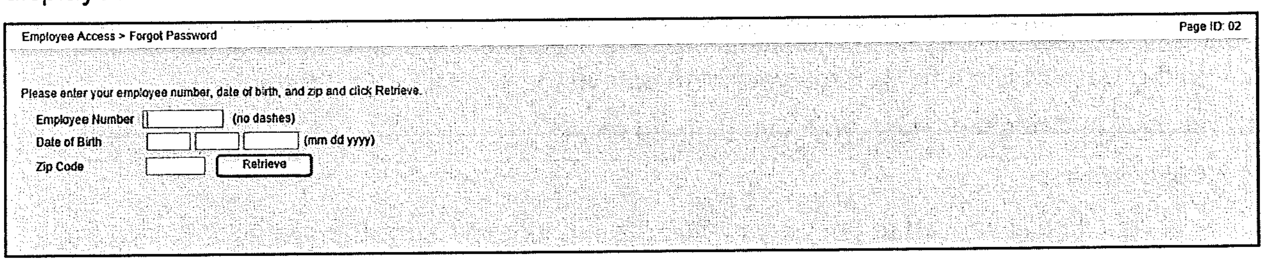
7. In the **Password Verification** field, retype the six-to-nine alphanumeric password that you typed in the **Password** field.
8. In the **Work E-mail** field, type the work e-mail address if it does not display. If a work e-mail address already exists, this field will not be available for modification.
9. In the **Home E-mail** field, type the home e-mail address if it does not display. If a home e-mail address already exists, this field will not be available for modification.
10. In the **Home E-mail Verification** field, retype the home e-mail address that you typed in the **Home E-mail** field (if available for modification).
11. In the **Hint Question** field, type a question you will be asked in the event that you forget your password at a later date.
12. In the **Hint Answer** field, type the answer to the hint. This is case-sensitive.
13. Click **Save**.

Forgot Password

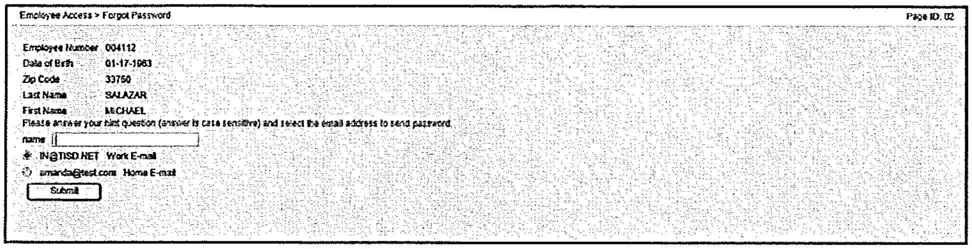
The Forgot Password page assists you when you have forgotten your password.

To log on if you have forgotten your password:

From the Employee Access logon page, click **Forgot Password**. The Forgot Password page is displayed.



1. The **Employee Number** or **Social Security Number** field will be displayed depending on the district option settings. Type your employee number, or type your nine-digit social security number.
2. In the **Date of Birth** fields, type your birth date in the MM DD YYYY format.
3. In the **Zip Code** field, type your five-digit zip code.
4. Click **Retrieve**.
   - This data is verified to ensure that you are authorized to use the system.
   - The **Employee Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields are display only and cannot be modified.
   - Additional input fields are displayed.



5. The hint question is displayed to which you provided an answer when you logged on as a new user. In the hint answer field, type the answer to the hint.
   - You have three opportunities to answer the question correctly.
   - If the question is not correctly answered, the answer will be protected, and you will be asked to call personnel to have your security information deleted.
6. The e-mail address is selected to which you want your user name and password sent.
7. Click **Submit**.
8. The Employee Access logon page is displayed with the following message, "Temporary Password successfully created. Please check your e-mail."
9. Check your e-mail account for the user name and password, and log on again. The new password is valid for up to 24 hours.

Inquiry

Calendar Year to Date

The Calendar Year to Date page allows you to view a year-to-date summary of various earnings information by payroll frequency. You can also reference prior years' information. If this page is not enabled, check with your district administrator, as the district may have opted not to allow access.

To view calendar year-to-date data:

From the Inquiry menu, select Calendar Year to Date. The Calendar Year to Date page is displayed. The current date and time are displayed.

Inquiry > Calendar Year to Date MICHAEL SALAZAR Page ID: 03

Please select a calendar year: 2012 5-21-2012 3:37:31 PM

Frequency: Monthly

Last Posted Pay Date: 01-20-2012

Contract Pay	3,993.75	Non-Contract Pay	0.00	Supplemental Pay	0.00
Withholding Gross	3,713.41	Withholding Tax	288.26	Earned Income Credit	0.00
FICA Gross	0.00	FICA Tax	0.00		
Employee Dependent Care	0.00	Employer Dependent Care	0.00	Dependent Care (Employee and Employer) exceeds $5,000	0.00
Medicare Gross	3,969.01	Medicare Tax	57.55		
Annuity Deduction	0.00	Roth 403B After Tax	0.00	Taxable Benefits	0.00
457 Employee Contribution	0.00	457 Employer Contribution	0.00	457 Withdraw	0.00
Non-TRS Business Allowance	0.00	Non-TRS Reimbursement Base	0.00	Non-TRS Reimbursement Excess	0.00
Moving Expense Reimbursement	0.00	Non-TRS Non-Tax Business Allow	0.00	Non-TRS Non-Tax Non-Pay Allow	0.00
TRS Salary Reduction	255.60	TRS Insurance	25.96		
HSA Employer Contribution	0.00	HSA Employee Salary Reduction Contribution	0.00	HIRE Exempt Wages	0.00
Taxed Employer Insurance Contribution	0.00	Taxed Employer Group Insurance Contribution	0.00	Health Insurance Deduction(s)	0.00
Employer Provided Health Care	0.00				

1. In the **Please select a calendar year** field, click to select the year for which you wish to view calendar year-to-date data.

   If a message was entered on the District EA Options page in Human Resources, it will be displayed in red under the **Please select a calendar year** field.

2. Under **Frequency**, in the **Last Posted Pay Date** field, the last posted pay date is displayed.

3. The following fields of data are displayed for the appropriate frequency:

   - In the **Contract Pay** field, the amount of pay issued during the current calendar year for job responsibilities covered by the contract is displayed.
   - In the **Non-Contract Pay** field, the amount of pay issued during the current calendar year for job responsibilities not covered by the contract is displayed.
   - In the **Supplemental Pay** field, the total amount of supplement pay issued during the current calendar year is displayed.

- In the **Withholding Gross** field, the current total on which withholding has been calculated during the current year is displayed.
- In the **Withholding Tax** field, the amount of federal income tax withheld from your pay during the current calendar year is displayed.
- In the **Earned Income Credit** field, the total dollar amount of earned income credit applied during the current year is displayed.
- In the **FICA Gross** field, the current total dollar figure on which FICA taxes have been calculated during the current year is displayed.
- In the **FICA Tax** field, the total dollar amount paid in FICA tax during the current year is displayed.
- In the **Employee Dependent Care** field, the total dollar figure paid toward dependent care during the current year is displayed.
- In the **Employer Dependent Care** field, the dependent care amount paid during the current calendar year is displayed. The Cafeteria 125 amount should be verified if this amount is adjusted.
- In the **Dependent Care (Employee and Employer) exceeds $5,000** field, the total dollar figure of dependent care paid during the current year is displayed. If your dependent care amount causes the total dependent care (employee and employer) to exceed $5,000, the Cafeteria 125 amount for that deduction is reduced for that paycheck.
- In the **Medicare Gross** field, the current total dollar figure on which Medicare tax has been calculated during the current year is displayed.
- In the **Medicare Tax** field, the total dollar amount paid in Medicare tax during the current year is displayed.
- In the **Annuity Deduction** field, the total dollar amount paid toward all annuities except 457 and 401A annuities is displayed.
- In the **Roth 403B After Tax** field, the total dollar amount paid toward Roth 403(b) after-tax annuities is displayed.
- In the **Taxable Benefits** field, the total dollar amount in taxable benefits provided during the current calendar year is displayed.
- In the **457 Employee Contribution** field, the amount you contributed to a 457 plan during the current calendar year is displayed.
- In the **457 Employer Contribution** field, the amount of the employer's contribution to your 457 plan is displayed.
- In the **457 Withdraw** field, the amount received from a 457 plan withdrawal during the current calendar year is displayed.
- In the **Non-TRS Business Allowance** field, the amount of any paid business allowances that was not subject to TRS deductions during the current calendar year is displayed.
- In the **Non-TRS Reimbursement Base** field, the total amount of non-TRS reimbursement allowed is displayed.

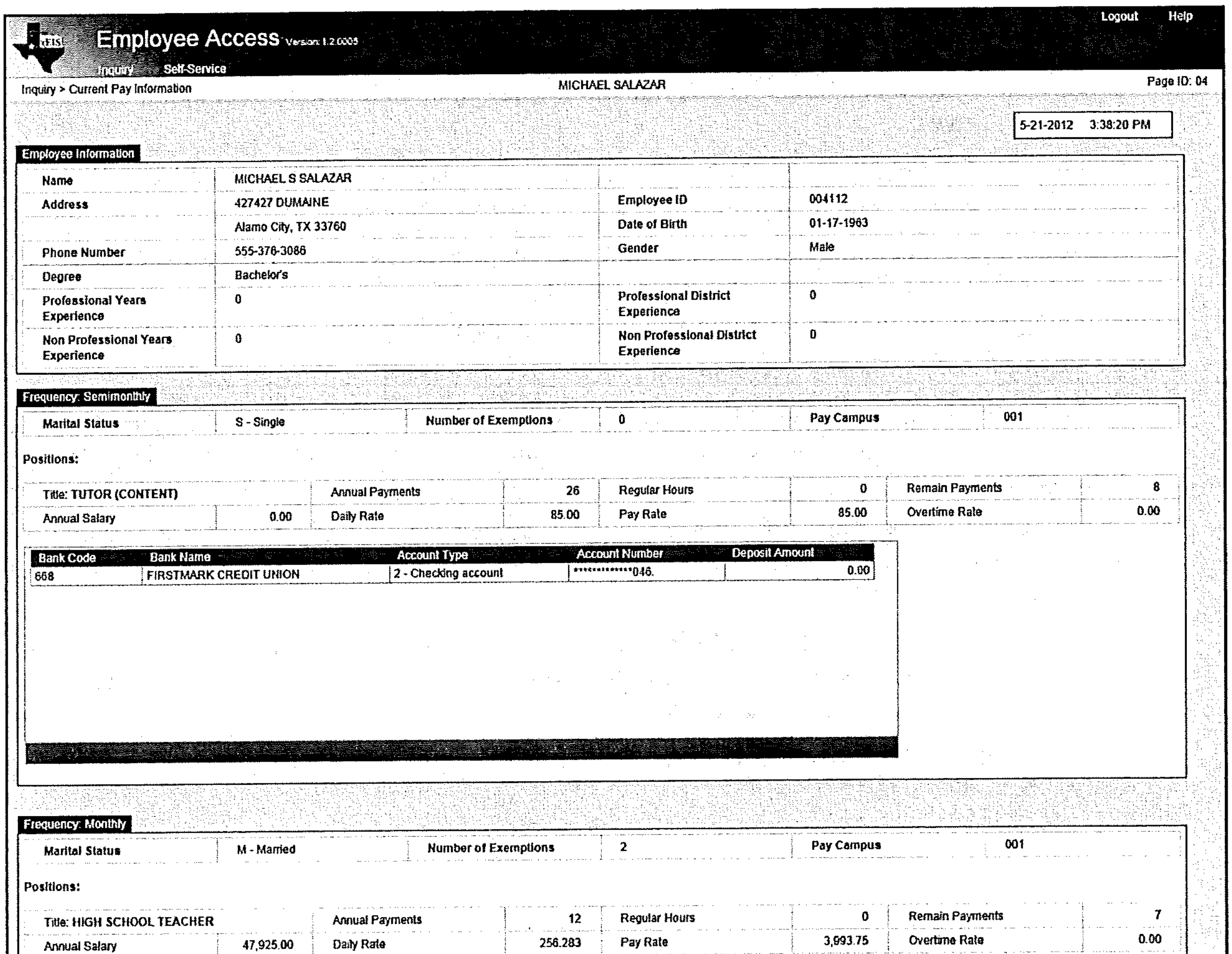
- In the **Non-TRS Reimbursement Excess** field, the amount of your pay that was over the base pay exemption for non-TRS reimbursement during the current calendar year is displayed.
- In the **Moving Expense Reimbursement** field, the amount of moving expense reimbursement paid during the current calendar year is displayed.
- In the **Non-TRS Non-Tax Business Allow** field, the amount of any paid business allowances that was not subject to federal income tax or TRS deductions during the current calendar year is displayed.
- In the **Non-TRS Non-Tax Non-Pay Allow** field, the total dollar amount of non-TRS taxable expenditures for the current year is displayed.
- In the **TRS Salary Reduction** field, the total dollar amount of all salary reductions during the current year is displayed.
- In the **TRS Insurance** field, the total dollar amount of TRS deposits during the current year is displayed.
- In the **HSA Employer Contribution** field, the total dollar amount the employer contributes to your Health Savings Account (HSA) is displayed.
- In the **HSA Employee Salary Reduction Contribution** field, the total dollar amount you contribute to your Cafeteria 125 Plan is displayed.
- In the **HIRE Exempt** Wages field, the amount attributable to the Hiring Incentives to Restore Employment Act is displayed.
- In the **Taxed Employer Insurance Contribution** field, the taxable employer whole life insurance contribution that was paid on your behalf during the current calendar year is displayed.
- In the **Taxed Employer Group Insurance Contribution** field, the amount of any taxable group life insurance contribution that was paid on your behalf during the current calendar year that exceeds $50,000 is displayed.
- In the **Health Insurance Deduction(s)** field, the amount paid for your health insurance (AC or HI type deduction codes) during the current calendar year that was not sheltered under the cafeteria plan is displayed.
- In the **Employer Provided Health Care** field, the amount attributable to the Affordable Care Act is displayed.

Current Pay Information

The Current Pay Information page allows you to view your current pay information as it currently exists in your record. If you requested modifications such as to your withholding and exemptions, and those changes do not display, the records may not yet be updated within the district. If this page is not enabled, check with your district administrator, as the district may have opted not to allow access.

To view current pay data:

From the Inquiry menu, select Current Pay. The Current Pay Information page is displayed with all jobs grouped by frequency.



Employee Access Version 1.2.0005 Logout Help

Inquiry Self-Service

Inquiry > Current Pay Information MICHAEL SALAZAR Page ID: 04

5-21-2012 3:38:20 PM

Employee Information

Name	MICHAEL S SALAZAR		
Address	427427 DUMAINE	Employee ID	004112
	Alamo City, TX 33760	Date of Birth	01-17-1963
Phone Number	555-376-3086	Gender	Male
Degree	Bachelor's		
Professional Years Experience	0	Professional District Experience	0
Non Professional Years Experience	0	Non Professional District Experience	0

Frequency: Semimonthly

Marital Status	S - Single	Number of Exemptions	0	Pay Campus	001

Positions:

Title: TUTOR (CONTENT)		Annual Payments	26	Regular Hours	0	Remain Payments	8
Annual Salary	0.00	Daily Rate	85.00	Pay Rate	85.00	Overtime Rate	0.00

Bank Code	Bank Name	Account Type	Account Number	Deposit Amount
668	FIRSTMARK CREDIT UNION	2 - Checking account	*************046	0.00

Frequency: Monthly

Marital Status	M - Married	Number of Exemptions	2	Pay Campus	001

Positions:

Title: HIGH SCHOOL TEACHER		Annual Payments	12	Regular Hours	0	Remain Payments	7
Annual Salary	47,925.00	Daily Rate	256.283	Pay Rate	3,993.75	Overtime Rate	0.00

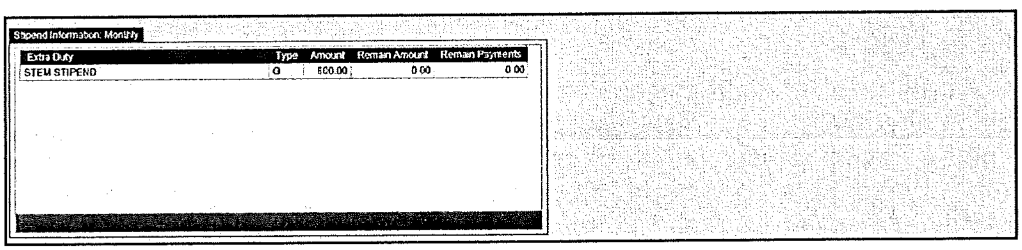
1. Under **Employee Information**, the following fields are displayed:
   - Your first name, middle initial, and last name are displayed.
   - Your street number and street name are displayed.
   - In the **Employee ID** field, the number that identifies your records is displayed. Your social security number will not be displayed on this record.
   - Your city, state, and zip code are displayed.

- In the **Date of Birth** fields, the date on which you were born (in the MM DD YYYY format) is displayed.
- In the **Phone Number** fields, the three-digit area code followed by the seven-digit phone number of your home are displayed.
- In the **Gender** field, your sex is displayed.
- In the **Degree** field, the degree (if any) you currently hold from an institute of higher learning is displayed. If this information is incorrect, please contact your HR Administrator.
- In the **Professional Years Experience** field, your total years of professional experience is displayed.
- In the **Professional District Experience** field, your total years of professional experience in the district is displayed.
- In the **Non Professional Years Experience** field, your total years of nonprofessional experience is displayed.
- In the **Non Professional District Experience** field, your total years of nonprofessional experience in the district is displayed.

2. Under **Frequency**, the following fields of data are displayed:
   - In the **Marital Status** field, your marital status is displayed.
   - In the **Number of Exemptions** field, the number of exemptions you claimed for federal income tax withholding is displayed.
   - In the **Pay Campus** field, the campus to which you are assigned is displayed.
   - Under **Positions**, the following fields are displayed:
     - □ In the **Title** field, the description of your position is displayed.
     - □ In the **Annual Payments** field, the two-digit number of times you are to be paid per year is displayed.
     - □ In the **Regular Hours** field, the number of hours a pay type 3 (hourly) employee works on a regular basis is displayed. If the district manually calculates your pay, this field may be blank. Since your pay is based on hours, this number may not represent the total number of hours worked and paid each pay period. If you are paid a standard pay amount each pay period (even if you are an hourly employee), this field will be zero.
     - □ In the **Remain Payments** field, the number of payments remaining to be made during the current contract period is displayed.
     - □ In the **Annual Salary** field, the contract amount if you are not being paid on an as-worked (hourly) basis is displayed.
     - □ In the **Daily Rate** field, the actual earned pay per day is displayed.
     - □ In the **Pay Rate** field, the dollar and cent rate a type 2 employee earns hourly is displayed.
     - □ In the **Overtime Rate** field, the dollar and cent overtime rate earned is displayed.
   - In the **Bank Code** field, the bank code the district has assigned to your bank is displayed.

- In the **Bank Name** field, the bank name or names where you currently have your checks automatically deposited is displayed.
- In the **Account Type** field, the one-digit code and description indicating the type of bank account (i.e., checking or savings) is displayed.
- In the **Account Number** field, the last three digits of your account number associated with the bank are displayed.
- In the **Deposit Amount** field, the amount allocated for direct deposit in each designated bank account is displayed.
- If you have an additional job title, that information will be displayed.

3. If you have or have had a job on another pay frequency such as biweekly, semimonthly, and monthly, the information associated with each job and frequency will be displayed.
4. If you receive a stipend for extra duty jobs, the information will be displayed under **Stipend Information**.
   - In the **Extra Duty** field, the description of the stipend is displayed.
   - In the **Type** field, the type of salary based on the extra-duty pay code selected is displayed.
   - In the **Amount** field, the pay amount authorized for the extra-duty pay code selected is displayed.
   - In the **Remain Amount** field, the amount remaining for this job code is displayed.
   - The **Remain Payments** field displays the number of payments remaining for this job code.
5. If you receive a stipend for extra-duty jobs that are on another frequency, the information associated with the extra duty jobs and frequency will be displayed. Each frequency associated with that frequency is displayed.

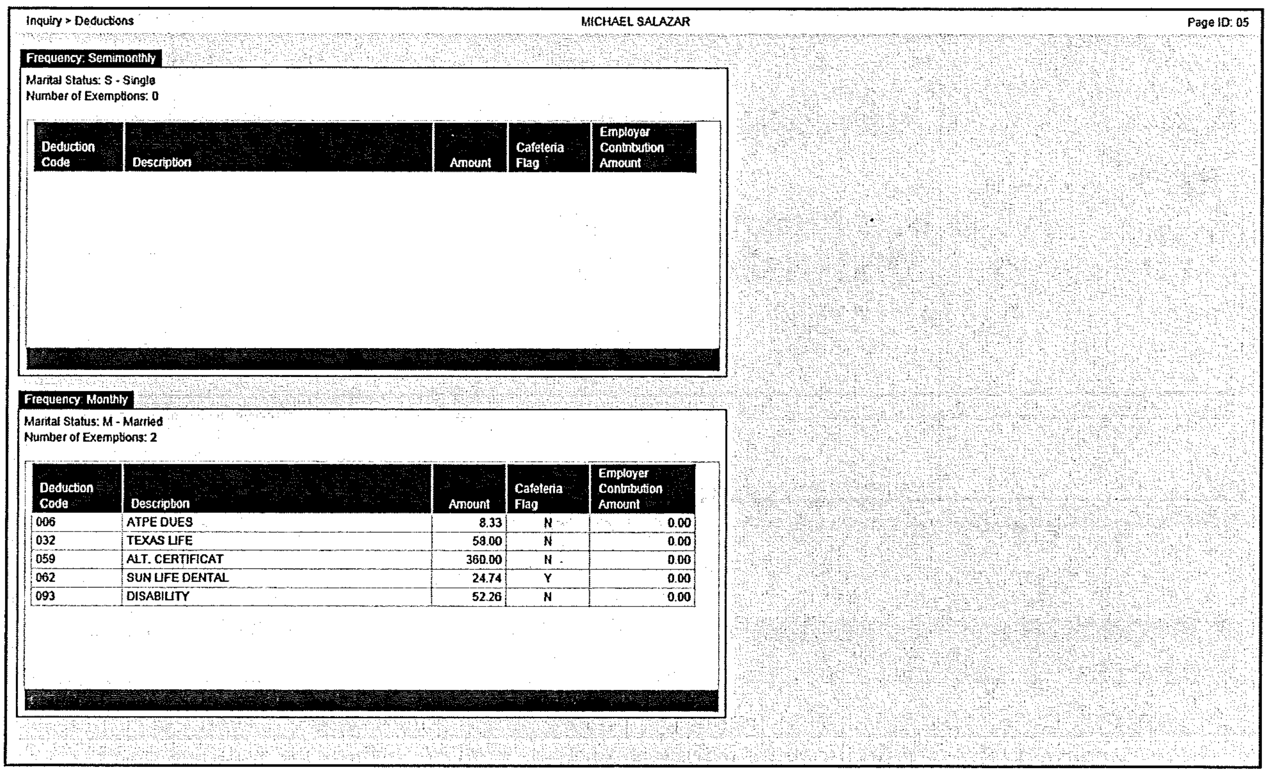


Deductions

The Deductions page allows you to view your payroll deduction information as it currently exists in your record. If you have requested modifications to your deductions and those deductions do not display, the records may not yet be updated within the district. If applicable, the employer's contributions to the deductions will also be displayed in addition to your marital status and number of exemptions. If this page is not enabled, check with your district administrator, as the district may have opted not to allow access.

To view deduction data:

From the Inquiry menu, select Deductions. The Deductions page is displayed.



Inquiry > Deductions MICHAEL SALAZAR Page ID: 05

Frequency: Semimonthly

Marital Status: S - Single
Number of Exemptions: 0

Deduction Code	Description	Amount	Cafeteria Flag	Employer Contribution Amount

Frequency: Monthly

Marital Status: M - Married
Number of Exemptions: 2

Deduction Code	Description	Amount	Cafeteria Flag	Employer Contribution Amount
006	ATPE DUES	8.33	N	0.00
032	TEXAS LIFE	58.00	N	0.00
059	ALT. CERTIFICAT	360.00	N	0.00
062	SUN LIFE DENTAL	24.74	Y	0.00
093	DISABILITY	52.26	N	0.00

Under **Frequency**, the following fields are displayed:

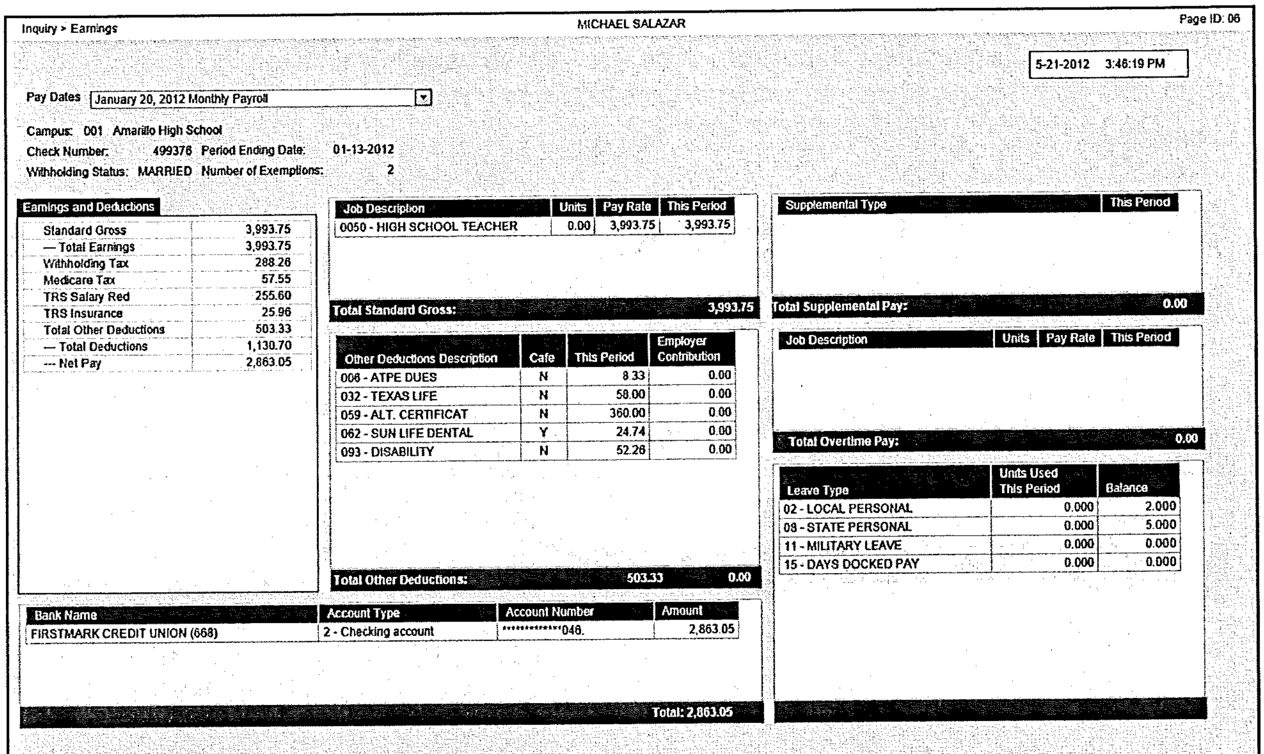
- In the **Marital Status** field, your marital tax-filing status is displayed.
- In the **Number of Exemptions** field, the number of exemptions you are claiming for the purpose of tax withholding is displayed.
- In the **Deduction Code** field, the three-digit deduction code is displayed.
- In the **Description** field, the type of deduction is displayed.
- In the **Amount** field, the amount of the deduction for each deduction code is displayed.
- In the **Cafeteria Flag** field, each deduction included in the cafeteria plan is displayed.
- In the **Employer Contribution Amount** field, the amount, if any, that the employer is contributing to the specific deduction is displayed.

Earnings

The Earnings page is an inquiry-only page that allows you to view earnings and direct deposit information. The information is per date and frequency. If you are on multiple frequencies, the pay dates and associated frequency will be displayed for selection.

To view earnings data:

From the Inquiry menu, select Earnings. The Earnings page is displayed. All information on this page is display only and cannot be modified.



Inquiry > Earnings MICHAEL SALAZAR Page ID: 06

5-21-2012 3:46:19 PM

Pay Dates: January 20, 2012 Monthly Payroll

Campus: 001 Amarillo High School
Check Number: 499378 Period Ending Date: 01-13-2012
Withholding Status: MARRIED Number of Exemptions: 2

Earnings and Deductions	
Standard Gross	3,993.75
— Total Earnings	3,993.75
Withholding Tax	288.26
Medicare Tax	57.55
TRS Salary Red	255.60
TRS Insurance	25.96
Total Other Deductions	503.33
— Total Deductions	1,130.70
— Net Pay	2,863.05

Job Description	Units	Pay Rate	This Period
0050 - HIGH SCHOOL TEACHER	0.00	3,993.75	3,993.75
Total Standard Gross:			3,993.75

Supplemental Type	This Period
Total Supplemental Pay:	0.00

Other Deductions Description	Cafe	This Period	Employer Contribution
006 - ATPE DUES	N	8.33	0.00
032 - TEXAS LIFE	N	58.00	0.00
059 - ALT. CERTIFICAT	N	360.00	0.00
062 - SUN LIFE DENTAL	Y	24.74	0.00
093 - DISABILITY	N	52.26	0.00
Total Other Deductions:		503.33	0.00

Job Description	Units	Pay Rate	This Period
Total Overtime Pay:			0.00

Leave Type	Units Used This Period	Balance
02 - LOCAL PERSONAL	0.000	2.000
08 - STATE PERSONAL	0.000	5.000
11 - MILITARY LEAVE	0.000	0.000
15 - DAYS DOCKED PAY	0.000	0.000

Bank Name	Account Type	Account Number	Amount
FIRSTMARK CREDIT UNION (668)	2 - Checking account	***********048.	2,863.05
			Total: 2,863.05

1. In the **Pay Dates** field, click to select the payroll for which you wish to view earnings data. If you are paid through multiple pay frequencies (i.e., semimonthly and monthly), earnings for each frequency and associated pay dates can be selected and viewed one at a time.
2. In the **Campus** field, the campus to which you were assigned for the job for which the payroll data on this page is displayed.
3. In the **Check Number** field, the six-digit maximum number of the check issued for the selected pay date and frequency is displayed.
4. In the **Period Ending Date** field, the ending date for the selected pay date and frequency is displayed.
5. In the **Withholding Status** field, your marital status that existed when the check was issued is displayed.
6. In the **Number of Exemptions** field, the number of exemptions that existed when the check was issued is displayed.

7. Under **Earnings and Deductions**, the following fields are displayed. These fields will display only if they were part of the check issued for the selected pay date and frequency. Generally, not all of these fields will exist.
   - In the **Standard Gross** field, the total standard pay including contract, noncontract, or hourly pay is displayed.
   - In the **TRS Supplemental** field, the amount paid to the employee to supplement TRS insurance costs when it was paid by TRS is displayed. Although this amount is no longer paid by TRS, this field is maintained for historical purposes.
   - In the **Total Earnings** field, the total pay for the employee is displayed. The total pay includes supplemental, overtime, refunds, taxed fringe benefits, earned income credit, and non-TRS business allowances.
   - In the **Withholding Tax** field, the total dollar amount of federal income tax withheld is displayed.
   - In the **Medicare Tax** field, the total dollar amount of Medicare tax withheld is displayed.
   - In the **TRS Salary Red** field, the total dollar amount of your TRS deposit contributions is displayed.
   - In the **TRS Insurance** field, the total dollar amount of your TRS insurance contributions is displayed.
   - In the **Total Other Deductions** field, the total employee paid amounts for deductions, deduction refunds, and adjustments is displayed.
   - In the **Total Deductions** field, the sum of the deductions is displayed. The total deductions include withholding tax, FICA tax, Medicate tax, TRS salary red, and TRS insurance.
   - In the **Net Pay** field, the remaining amount after the total deductions are subtracted from the total earnings is displayed.
8. In the **Job Description** section, the job title description, the number of units worked for the job, the pay rate for the job, the total amount of money earned for the job for the pay frequency, and the total standard gross are displayed.
9. In the **Supplemental Type** section, a description of any supplemental jobs you receive pay for in addition to your standard pay, as well as the amount of money earned for the job for the pay frequency, and the total supplemental pay are displayed.
10. In the **Other Deductions Description** section, a deduction number, a deduction description, an indicator showing if the deduction is included in the cafeteria plan, the amount of the employer's contribution to the deduction, and the total deduction amount are displayed.
11. In the **Leave Type** section, a description of the leave type, the number of units of leave used this period, and the remaining units of leave for the leave type are displayed.

12. In the **Bank Name** section, the bank name, the account type, the last four digits of the account number, the amount, and a total amount are displayed. This section will only be displayed if you have direct deposit.

Bank Name	Account Type	Account Number	Amount
FIRSTMARK CREDIT UNION (668)	2 - Checking account	*************046.	2,863.05

Total: 2,863.05

Leave Balances

The Leave Balances page allows you to view leave information as it currently exists in your record for the frequency selected. If this page is not enabled, check with your district administrator, as the district may have opted not to allow access.

To view leave balance data:

From the Inquiry menu, select Leave Balances. The Leave Balances page is displayed.

Inquiry > Leave Balances MICHAEL SALAZAR Page ID: 07

5-21-2012 3:47:05 PM

Please select a frequency type: Monthly

Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available Balance
LOCAL PERSONAL	0.00	5.00	0.00	3.00	1.50	0.50
STATE PERSONAL	0.00	5.00	0.00	0.00	0.00	5.00
EXCUSED SCHOOL BUSIN	0.00	0.00	0.00	2.00	0.00	-2.00

From Date of Leave: - - To Date of Leave: - - Leave Code: All Retrieve

Leave Type	Date of Pay	Date of Leave	Leave Used	Leave Earned	Status
LOCAL PERSONAL	02-24-2012	01-20-2012	1.00	0.00	Not Processed
LOCAL PERSONAL	02-24-2012	01-17-2012	0.50	0.00	Not Processed
LOCAL PERSONAL	12-16-2011	12-08-2011	0.50	0.00	Processed
EXCUSED SCHOOL BUSIN	12-16-2011	11-30-2011	1.00	0.00	Processed
EXCUSED SCHOOL BUSIN	12-16-2011	11-15-2011	1.00	0.00	Processed
LOCAL PERSONAL	11-18-2011	11-11-2011	0.50	0.00	Processed
LOCAL PERSONAL	10-28-2011	10-21-2011	1.00	0.00	Processed
LOCAL PERSONAL	10-28-2011	10-14-2011	1.00	0.00	Processed

1. In the **Please select a payroll type** field, click ▼ to select the pay frequency for which you wish to view leave balance data. If you have leave in multiple frequencies such as biweekly, semimonthly, and monthly, those options will also be displayed and can be selected.
2. In the **Leave Type** field, the specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
3. In the **Beginning Balance** field, the leave balance as of the beginning of this year for each leave type is displayed.

4. In the **Advanced/Earned** field, the number of units of leave advanced or earned as of the last pay period is displayed.
5. In the **Pending Earned** field, the total leave earned but not yet processed through payroll is displayed.
6. In the **Used** field, the number of units of leave used as of the last pay period is displayed.
7. In the **Pending Used** field, the total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field.
8. In the **Available Balance** field, the number of units of leave available for use is displayed. The **Available Balance** is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.
9. In the **From Date of Leave** and **To Date of Leave** fields, type in the MM DD YYYY format the dates for which you wish to view a range of leave data, or click to select the from and to dates for the leave balance range.
   - The from date may not exceed 18 months from the current date.
   - You may also leave the date fields blank and let the system populate them with dates 18 months from the current date.

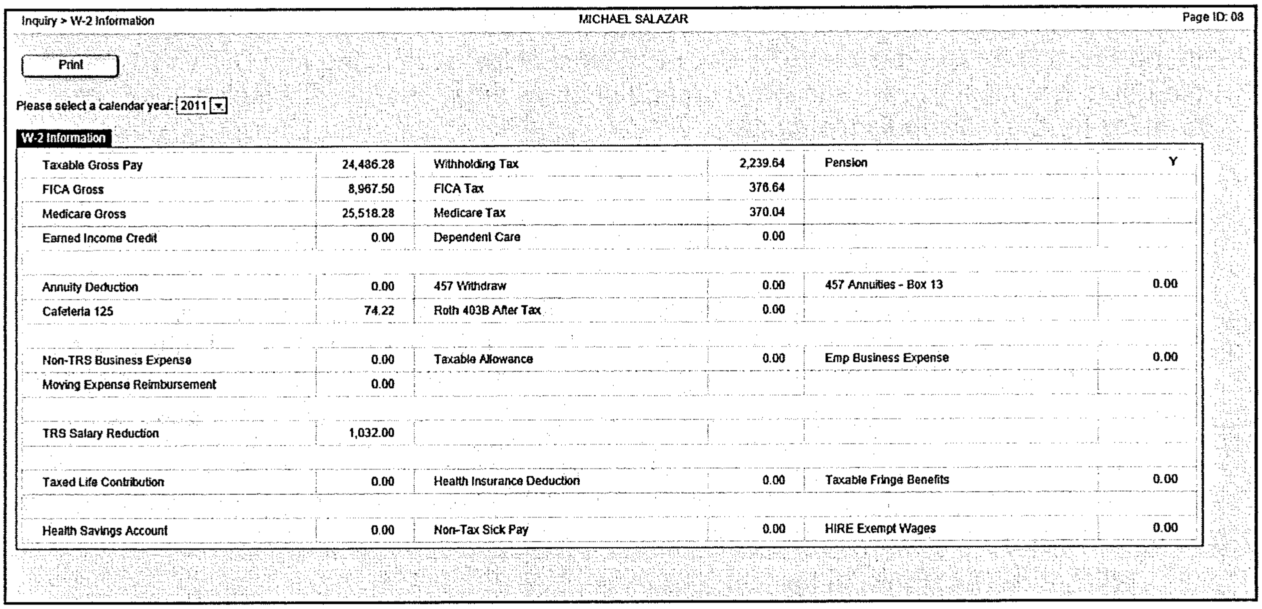
   Note: The from and to date selections select leave dates rather than pay dates. Additionally, if the from and to dates are left blank, the system will retrieve all future leave and all prior leave up to 18 months. If a from date is entered and no to date is entered, the system will find all leave starting with the from date and will include all future leave.
10. In the **Leave Code** field, click to select the type of leave for which you wish to view leave data. The leave type code and long description are displayed. You may filter the information by date range and/or leave code.
11. Click **Retrieve**. The following fields are displayed:
    - In the **Leave Type** field, the specific leave code for which the leave was taken is displayed.
    - In the **Date of Pay** field, the pay date for which leave was charged is displayed.
    - In the **Date of Leave** field, the date that the leave was taken is displayed in the MM DD YYYY format.
    - In the **Leave Used** and **Leave Earned** fields, the number of units of leave earned and taken is displayed.
    - In the **Status** field, the status of the leave is displayed.
      - Processed means the leave has been processed through payroll and posted to your leave master record.
      - Not processed means the leave has not been processed through payroll and is not yet a part of your leave master record.
      - Processed and not processed leave units have already been added to/subtracted (as appropriate) from your leave master and are reflected in the leave grid.
      - The **Available Balance** field is reflective of what is available should all unprocessed leave be posted.

W-2 Information

The W-2 Information page is an inquiry-only page that allows you to view your W-2 information. If this page is not enabled, check with your district administrator, as the district may have opted not to allow access. Previous year and frequency combinations are available from which to choose. Official W-2s can be printed from calendar year 2009 or greater. W-2s from prior years can be viewed but not printed.

To view W-2 data:

From the Inquiry menu, select W-2 Information. The W-2 Information page is displayed.



Inquiry > W-2 Information MICHAEL SALAZAR Page ID: 08

Print

Please select a calendar year: 2011

W-2 Information

Taxable Gross Pay	24,486.28	Withholding Tax	2,239.64	Pension	Y
FICA Gross	8,967.50	FICA Tax	376.64		
Medicare Gross	25,518.28	Medicare Tax	370.04		
Earned Income Credit	0.00	Dependent Care	0.00		
Annuity Deduction	0.00	457 Withdraw	0.00	457 Annuities - Box 13	0.00
Cafeteria 125	74.22	Roth 403B After Tax	0.00		
Non-TRS Business Expense	0.00	Taxable Allowance	0.00	Emp Business Expense	0.00
Moving Expense Reimbursement	0.00				
TRS Salary Reduction	1,032.00				
Taxed Life Contribution	0.00	Health Insurance Deduction	0.00	Taxable Fringe Benefits	0.00
Health Savings Account	0.00	Non-Tax Sick Pay	0.00	HIRE Exempt Wages	0.00

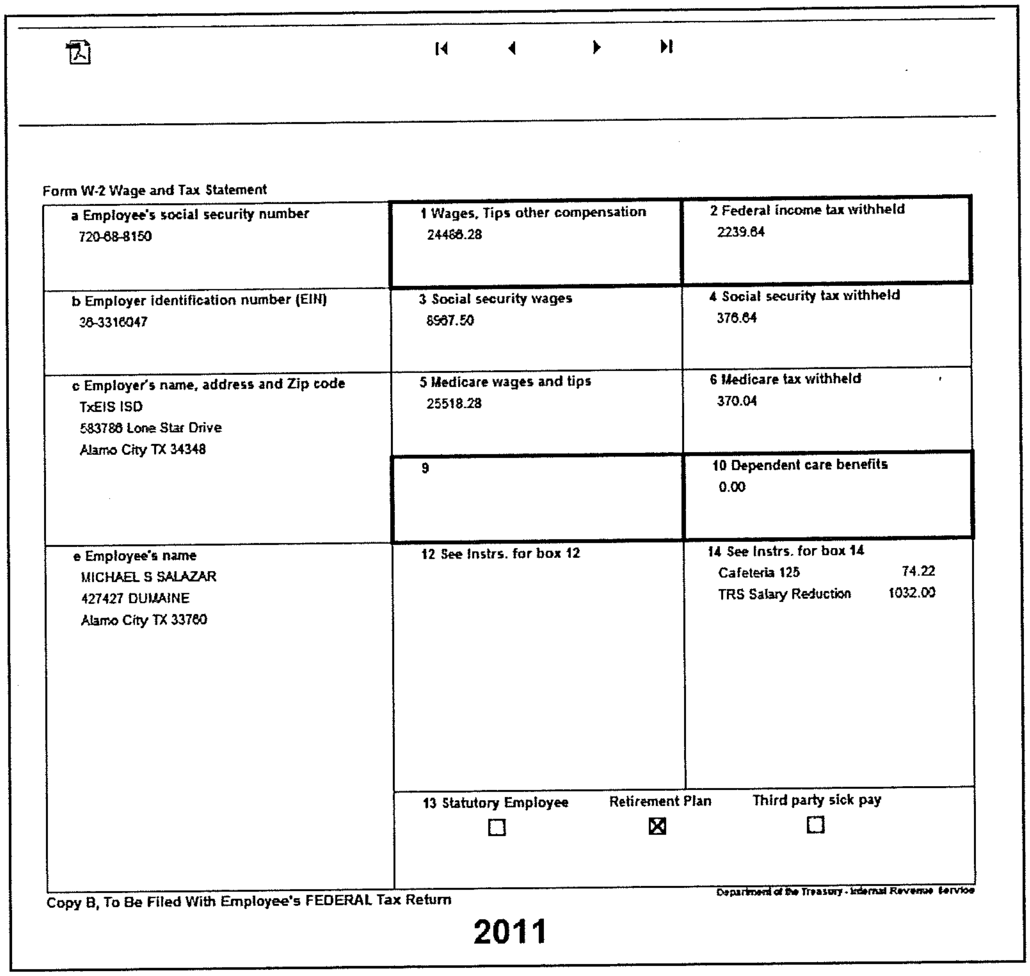
1. In the **Please select a calendar year** field, click ▼ to select the year for which you wish to view W-2 data.
2. Under **W-2 Information**, the following fields are displayed:

   Note: The box numbers displayed in parenthesis are where these amounts will be displayed on the actual W-2.

   - In the **Taxable Gross Pay** field, the total of taxable gross pay earned for the selected calendar year is displayed (box 1).
   - In the **Withholding Tax** field, the total dollar amount of all withholding tax for the selected calendar year is displayed (box 2).
   - The **Pension** field contains a Y for yes if you have been subject to TRS deposits for the selected calendar year or an N if you have not been subject to TRS deposits.
   - In the **FICA Gross** field, the current total dollar figure on which FICA tax has been calculated for the selected calendar year is displayed (box 3).
   - In the **FICA Tax** field, the total dollar amount paid in FICA tax during the selected calendar year is displayed (box 4).
   - In the **Medicare Gross** field, the current total dollar figure on which Medicare tax has been calculated during the selected calendar year is displayed (box 5).

- In the **Medicare Tax** field, the total dollar amount paid in Medicare tax during the selected calendar year is displayed (box 6).
- In the **Earned Income Credit** field, the total dollar amount of earned income credit applied during the selected calendar year is displayed (box 9).
- In the **Dependent Care** field, the total dollar figure paid toward dependent care during the selected calendar year is displayed (box 10).
- In the **Annuity Deduction** field, the total amount paid toward (non-457 & non-401A) annuities during the selected calendar year is displayed (box 12).
- In the **457 Withdraw** field, the total dollar amount withdrawn from your 457 annuities during the selected calendar year is displayed.
- In the **457 Annuities** field, the total dollar amount paid by you and/or your employer toward 457 annuities during the selected calendar year is displayed (box 13).
- In the **Cafeteria 125** field, the amount you sheltered under the Cafeteria 125 plan during the selected calendar year is displayed (box 14 CAF).
- In the **Roth 403B After Tax** field, the total dollar amount paid toward 403(b) annuities during the selected calendar year is displayed (box 12 BB).
- In the **Non-TRS Business Expense** field, the total dollar amount of non-TRS reimbursement for the selected calendar year is displayed (box 12).
- In the **Taxable Allowance** field, the tax business allowance is displayed (box 14 TXA).
- In the **Emp Business Expense** field, the amount of employee business expenses that was paid during the current calendar year is displayed.
- In the **Moving Expense Reimbursement** field, the amount of moving expenses is displayed (box 12 P).
- In the **TRS Salary Reduction** field, the total dollar amount of TRS salary reductions during the selected calendar year is displayed (box 14 TRS).
- In the **Taxed Life Contribution** field, the taxed life insurance contribution is displayed (box 12 C). This field displays the cost of group term life insurance provided for more than $50,000 of coverage.
- In the **Health Insurance Deduction** field, the amount of health insurance not sheltered under Cafeteria 125 during the selected calendar year is displayed (box 14 HEALTH).
- In the **Taxable Fringe Benefits** field, the total dollar amount in taxable benefits provided during the selected calendar year is displayed (box 14 TFB).
- In the **Health Savings Account** field, the amount contributed to a Health Savings Account during the selected calendar year is displayed (box 12 W).
- In the **Non-Tax Sick Pay** field, the amount of disability pay you received during the selected calendar year is displayed (box 12 J).
- In the **HIRE Exempt Wages** field, the amount attributable to the Hiring Incentives to Restore Employment Act is displayed.

3. Click **Print** to print the W-2 if the W-2 displayed is for calendar year 2009 or greater. The **Print** button will produce an official copy of your W-2. If you are on multiple frequencies, only one W-2 is provided.



Form W-2 Wage and Tax Statement

a Employee's social security number 720-68-8150	1 Wages, Tips other compensation 24468.28	2 Federal income tax withheld 2239.64
b Employer identification number (EIN) 38-3316047	3 Social security wages 8967.50	4 Social security tax withheld 376.64
c Employer's name, address and Zip code TxEIS ISD 583788 Lone Star Drive Alamo City TX 34348	5 Medicare wages and tips 25518.28	6 Medicare tax withheld 370.04
	9	10 Dependent care benefits 0.00
e Employee's name MICHAEL S SALAZAR 427427 DUMAINE Alamo City TX 33760	12 See Instrs. for box 12	14 See Instrs. for box 14 Cafeteria 125 74.22 TRS Salary Reduction 1032.00
	13 Statutory Employee ☐	Retirement Plan ☒ Third party sick pay ☐

Copy B, To Be Filed With Employee's FEDERAL Tax Return

Department of the Treasury - Internal Revenue Service

2011

- The report can be saved in various file formats:
  - Click to save and print the report in PDF format.
  - Click to save and print the report in CSV format.
- Click to close the report window.