

Welcome to Employee Access!

Employee Access is our new Employee Self Service application that provides a more user-friendly interface and increased security to protect you, our employees. Employee Access is taking the place of our Employee Self Service, web portal.

Access for the first time or later:

LNMUUSD Employees <https://lnmuusdvt.tylerportico.com/tesp/employee-selfservice/>

LNSU Employees <https://lamoillenorthsupunionvt.tylerportico.com/tesp/employee-selfservice/>

CES Employees <https://cambridgeesvt.tylerportico.com/tesp/employee-selfservice/>

You will be required to enter your username into OKTA, a multi factor authentication identity app. **Your Username will be your work email address.** If you are not already logged into your google email, you may need to enter your email password as well.

Employee Access – Home

My Dashboard provides at-a-glance information including District Announcements and links to important Resources.

The screenshot shows the Employee Access dashboard for Lynda Brochu. The top navigation bar is blue with the 'Employee Access' logo. The user's name 'Lynda Brochu' and ID '05845' are displayed in the top left. A sidebar on the left contains navigation links: Home, Profile, My time, My pay, and My tasks. The main content area features a large background image of people in a network. A 'Latest paycheck' card is prominently displayed, showing the date '04/15/2022', 'Take home pay', and 'Total pay', with a 'View all checks' link. Below this, there are sections for 'Announcements' (with a speaker icon and the message 'You're all caught up on announcements') and 'Resources' (with a dropdown menu showing '2022 Tax documents').

My Information > Profile


Employee Profile allows you to view the contact information on file with the District. If applicable, you may also edit your information from here. Additional tabs allow you to add and maintain Emergency Contact Information, Dependents, and view Education and Certification information.

Lynda Brochu
[Redacted] Irasburg VT
05845

Profile

[My info](#) [Emergency contacts](#) [Dependents](#) [Achievements](#)

My info





Personal information


Name
Lynda N Brochu



Employee number
BR [Redacted]


Contact information

 Mailing Address
[Redacted]
Irasburg, VT 05845 [+ Add address](#)

 Work Email
lbrochu@lnsd.org [+ Add email](#)

Personal Email (primary)
[Redacted] 

 Work Phone
(802) 851-1163 

Cell Phone
(802) [Redacted] 

[+ Add phone](#)

My Pay > Pay & Tax Information

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the Paycheck Simulator and PDF copies of pay stubs from here.

Pay & Tax is also where you may view your direct deposit information on file and edit if applicable, view and update W4 information, access W2 documentation, and view your job information.

Additional tables also provide access to calendar Year To Date pay information as well as Compensation Statements.


The screenshot displays the 'Employee Access' portal for Lynda Brochu. The main section is titled 'Pay & tax information' and includes tabs for 'Overview', 'Year-to-date pay', and 'Compensation statement'. The 'Overview' tab is active, showing 'Recent paychecks' for April 15, 2022. A pie chart breaks down the paycheck into three categories: Take home pay (blue), Deduction (purple), and Tax (red). To the right of the chart is a table with the following data:

April 15, 2022	
Total pay	[Redacted]
Deduction	[Redacted]
Tax	[Redacted]
Take home pay	[Redacted]

Below the pie chart is a 'Paycheck history' link. At the bottom of the main content area are buttons for 'Simulate paycheck' and 'View paycheck'. The left sidebar contains navigation options: 'My information', 'My time', 'My pay', 'Pay & tax information' (highlighted), and 'My tasks'. The bottom of the page shows 'Direct deposit' and 'Current jobs' sections.

My Tasks

Tasks & Documents provides access to approving Contracts or other tasks. Teacher and Support Staff contracts, when up for renewal will be under My Tasks and if there are pending tasks, you will see a highlighted number.

 **Employee Access**

Lynda Brochu
05845

My tasks

Tasks Documents Forms

Tasks

Title	Date updated ↑	Status
DO NOT USE--For Training Only	04/12/2022	Pending action

Employee Access

- My information
- My time
- My pay
- My tasks** 1

My Time > Time Off History

This menu allows you to view summary and detailed transactions. You may need to toggle this button, in the upper right hand corner to view a summary and history.

Show accruals breakdown

☰ Employee Access

Lynda Brochu

- My information
- My time
 - Time off history
- My pay
- Pay & tax information
- My tasks

Time off history

Type	Available	Available Today	Start of Year Balance	Earned this Year	Taken this Year
Bereavement hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
Emergency Leave (appvd by Superintendent) hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
FFCRA - Salaried Employee Hours - step 2 hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
Jury Duty hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
Medical 150 max hours	0.00 as of 07/16/2007	902.055	836.555	120.00	54.50
Military Service hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
No Pay hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
Personal hours	0.00 as of 07/16/2007	3.00	0.00	24.00	21.00
Professional Development hours	0.00 as of 07/16/2007	0.00	0.00	0.00	0.00
Vacation Exempt Non-Rep and GF non-rep hours	0.00 as of 07/16/2007	33.00	0.00	160.00	127.00

2022 history

Accrual Type ↓	Transaction Type	Date(s)	Amount
Medical 150 max	Used	12/07/2021, 12/07/2021	1.00 hour
Medical 150 max	Used	04/04/2022, 04/04/2022	4.00 hours

Year
2022 ▼