



Your HR Department
is Now Open
24/7



WEB-BASED



SECURE



SCALABLE

EMPLOYEE ONLINE PORTAL

Software for the Business of Education



Welcome To ... ESCAPE EMPLOYEE ONLINE PORTAL

35,000+ users
as of March 2019

**55,300+ payroll
advices accessed**



A self-service browser-based portal, Employee Online Portal saves money, time and paper. It is convenient, allowing access anytime, anywhere from a computer, tablet or smartphone. Employees can:

- Review their pay stubs and W2s
- Try out tax scenarios
- Check their leave balances and much more.

It is integrated with Escape Online, it is literally a portal to Escape Online. All data is read from and written in real time to the Escape Online database. Any employee can be provided access to the Employee Online Portal with secure strong password, two-factor authentication.



Being able to use the tax calculator - a great tool for employees.

~ Accounting Director





MY PAYROLL

Pay Stub Tax Info Historical Pay & W2

- View Last Pay Stub
- View Recent Paychecks
- View and Download W2 Statements
- View & Download 1095 Statements

Pay Calculator Tax Change Requests

- Try various tax scenario changes in the payroll calculator, like allowances, marital status, etc.
- Submit a change request for federal and state withholdings
- Receive an email notification after approval process

	New	Current	Difference
Estimated Net Pay:	\$4,116.52	\$3,841.35	\$275.17
<small>You can use the payroll calculator to see the effects on net pay for pay changes, tax withholding changes and deduction changes. Important: This payroll calculator is designed to provide general guidance and estimates. It should not be relied on to calculate exact taxes and net pay.</small>			
Earnings			
Regular	\$8,154.67	\$8,154.67	\$0.00
Extra	\$0	\$0.00	\$0.00
Extra (Retirement Exempt)	-\$200	\$0.00	-\$200.00
Federal Tax Withholdings			
Marital Status	Married	Single	
Allowances	2	3	
Additional Flat Amount	\$25	\$0.00	
Additional Percentage	0 %	0%	
Exempt			



MY INFORMATION

- Demographics
- Assignments
- Credentials
- Education
- Requirements

ESCAPE My Information

Deloste D. Michaels
Hire Date: 12/02/1990

Employee Number
2010

Phone Numbers
Home: (916) 773-6263
Mobile: (916) 300-6464

Emails
Work: emichaels@district.edu
Personal: celeste@att.net

Employee Directory Name

Home Address
123 Main Street
Roseville, CA 95601

Mailing Address
123 Main Street
Roseville, CA 95601

Spouse
Sam
(800) 777-8888

Emergency Contact
No Information

Doctor
Dr. Google
(333) 444-5555

Status	Pos#	Type	Location	From	Through	FTE	Job Category	Job Class
Current	1	Paid	Fuller HS	07/01/2018	06/30/2019	1	Certificated Management	Superintendent
Past	1	Paid	Fuller HS	07/01/2017	06/30/2018	1	Certificated Management	Superintendent
Past	1	Paid	Fuller HS	07/01/2016	06/30/2017	1	Certificated Management	Superintendent
Past	1	Paid	Fuller HS	07/01/2015	06/30/2016	1	Certificated Management	Superintendent

- Update demographics, including address and emergency contacts
- View current & past assignments, including FTE, job category, etc.
- View credentials, Issue & expiration dates
- View education including degrees, licenses, EL authorizations, etc.
- View requirements for positions & expiration dates

ESCAPE Requirements

Driver License
Number: T7890123
Expiration Date: 04/20/2020

Auto Insurance
Expires: Not on file

First Aid
Expires: Not on file

CPR
Expires: Not on file

Concussion Training
Expires: Not on file

Coach Training
Expires: Not on file

SCA Training
Expires: Not on file

Medical
 • TB Expired: **03/31/2019**
 Expires Soon
 Hep B Completed: Not on file
 Hep B Waiver: Not on file
 Influenza Completed: Not on file
 Measles Completed: Not on file
 Pertussis Immunization Completion Date: Not on file

• indicates required for your position

ABC District
1234 Arty Street
Roseville, CA 95601
P: (800) 777-8800
F: (800) 777-8811



MY BENEFITS

Leave Balances and Activity Health and Welfare

Leave Balances Summary

Sick Hours	Available: 1967.5	Per Day Days	Available: 5
School Year to Date		School Year to Date	
Req Balance: 1972	Adjust: 0	Req Balance: 0	Adjust: 0
Accrued: 95	Deck/Paid: 0	Accrued: 5	Deck/Paid: 0
Pending: 6.5	End Balance: 1967.5	Pending: 0	End Balance: 5
Used: 0		Used: 0	

Vacation Hours	Available: 200
School Year to Date	
Req Balance: 160	Adjust: 40
Accrued: 120	Deck/Paid: 0
Pending: 0	End Balance: 200
Used: 0	

Leave Summary Activity

Leave Type Filter: Unfiltered | School Year Filter: Unfiltered

Leave	From	Day	Through	Day	Amount	Unit	Type	Deck/Paid
Sick	03/05/2019	Tuesday	03/05/2019	Tuesday	-8.5000	Hours	Usage	
No Tell	03/01/2019	Friday	03/31/2019	Sunday	8.0000	Hours	Grant	
No Tell	02/01/2019	Friday	02/28/2019	Thursday	8.0000	Hours	Grant	
No Tell	01/01/2019	Tuesday	01/31/2019	Thursday	8.0000	Hours	Grant	
No Tell	12/01/2018	Saturday	12/31/2018	Monday	8.0000	Hours	Grant	

Leave Balances Leave Activity Health & Welfare

- Current school year leave balance summary
- Leave activity including date, duration, type and school year

Health & Welfare

- Current & past benefits
- Dependents who are covered

My Benefits Health and Welfare

Dependents

Sam Vernon	Dario Vernon	Heather Vernon
Relation: Spouse	Relation: Child	Relation: Child
Med Coverage: Yes	Med Coverage: Yes	Med Coverage: Yes
DOB: 03/06/1970	DOB: 07/20/1995	DOB: 05/26/1996
Age: 49	Age: 23	Age: 22

Current Health and Welfare Benefits

KHP-MGT	Vision	DMGT
From: 07/01/2018	From: 06/11/2014	From: 07/01/2007
Through: Current	Through: Current	Through: Current
Level: Employee + family	Level: Employee + family	Level: Employee + family
My Share: \$448.41	My Share: \$23.73	My Share: \$125.75
District Share: \$896.00	District Share: \$0.00	District Share: \$0.00

Past Health and Welfare Benefits

From	Through	Plan	Level
07/01/2009	05/30/2018	KHP-MGT	Employee + family
06/11/2014	05/10/2014	Vision-ER	Employee + family
08/01/2009	05/31/2011	Vision	Employee + family
06/01/2009	07/31/2009	Vision-K	Employee + family
07/01/2007	05/31/2009	KMGT	Employee + family

Total Records: 5



MY TEAM

Supervisor View Team Information, Vacancies & Team Members

- Current vacancies & upcoming leaves list for easy tracking
- Team members, including job description, location work phone and email.

The screenshot shows the 'My Team' interface in the ESCAPE system. It includes a sidebar with navigation options like Dashboard, My Payroll, My Information, My Benefits, My Team, and Documents. The main content area displays 'My Team > Direct Reports' with a table listing team members. A detailed profile for Sarah J. Darr is shown, including her photo, contact information, and a table of assignments.

Employee	Profile	Team	Job Description	Location	Work Phone	Work Email
Alison, Kelly K			Certificated Management/Principal Middle School	City Office	(777) 803 9999	kallison@district.edu
Croft, Ken P						
Dan, Sarah J						
Desmond, Sai Kwai						
Fernandez, George A						
Hasegawa, Perla M						
Hyatt, Laura M						
Rudin, Paul L						

Status	Post#	Type	Location	From	Through	FTE	Job Category	Job Cl
Cont'd	2	Part	Filer HS	07/01/2018	06/30/2019	1	Certificated Management	Asst S
Part	2	Part	Filer HS	07/01/2017	06/30/2018	1	Certificated Management	Asst S
Part	2	Part	Filer HS	07/01/2016	06/30/2017	1	Certificated Management	Asst S
Part	2	Part	Filer HS	07/01/2015	06/30/2016	1	Certificated Management	Asst S

This screenshot shows the 'My Team > Upcoming Leaves' section. It displays two tables: 'Upcoming Leaves' and 'Recent Leaves', both with columns for Employee, Leave type, From Date, From Day, Thru Date, Thru Day, Amount, and Unit.

Employee	Leave	From Date	From Day	Thru Date	Thru Day	Amount	Unit
Hyatt, Laura M	Vacation	04/01/2019	Monday	04/05/2019	Friday	-40.0000	Hours

Employee	Leave	From Date	From Day	Thru Date	Thru Day	Amount	Unit
Miller, Rosa A	Sick	03/01/2019	Friday	03/01/2019	Friday	-8.0000	Hours

- Profile info for each team member
- Assignments held by team members
- Education credits & degrees
- Current & upcoming leaves
- Scheduled evaluations & evaluators



DOCUMENTS

Send Documents From Escape Online To Employees In Employee Online Portal

1 Define List of Employees
From Escape Online, create a list of employees to send a document or distribute a report to a list of employees.

2 Define Report/Document
Select desired report and parameters. The document/report is attached to the Employee record and sent as a PDF to the Employee Online portal for viewing or action.

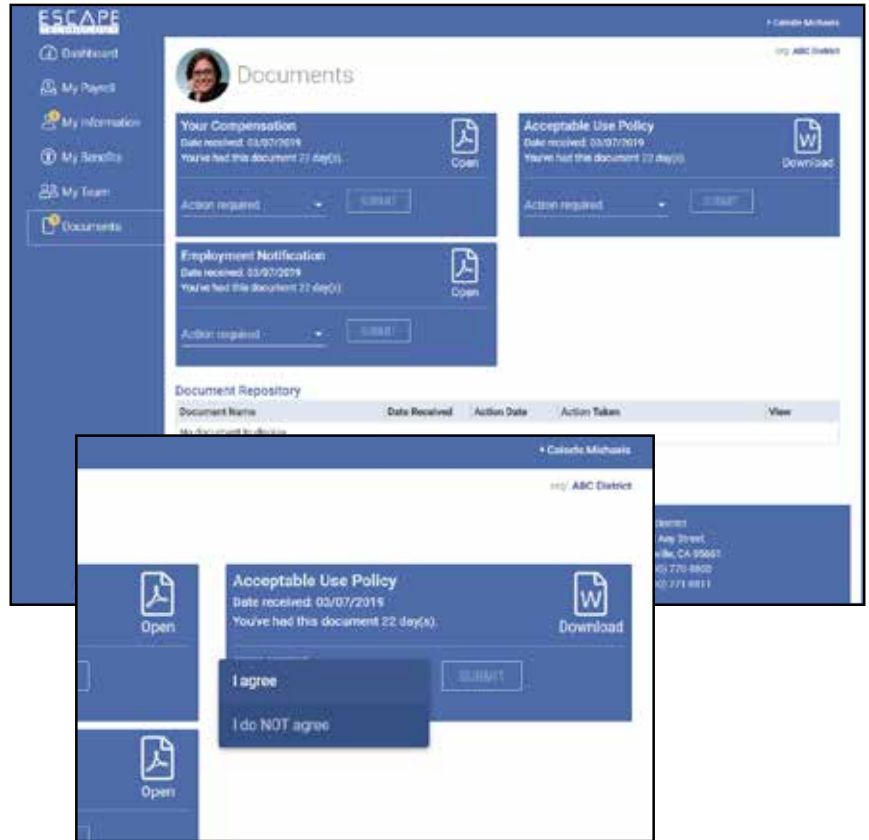
3 Review Action
Action taken by employee is written to Employee record.

4 Send Follow Up
If document requires acknowledgement or agree/disagree, send follow-up emails to employees who have not responded.



We love the Employee Online Portal for employees to get check stub and W2 copies. No more phone calls! We also love sending the Employee Notification out to employees through the Employee Online Portal and requiring an agree/disagree!

~ Business Service Specialist



Employees Must Agree/Disagree, Acknowledge Or Read

Agree/Disagree

Employee must agree/disagree and that response is recorded in the Employee record.

Acknowledge

Some employee documents don't require a response, only a receipt, which is recorded in the Employee record.

Read

Sometimes all you need to do is disseminate information. No receipt required.