

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.

To access, please log in to <https://philomathsd17jor.tylerportico.com/tesp/employee-selfservice/> Your username and password will be your email address and network password for the district.

Note: the first time logging into this new site will require you to enter the **last four digits of your social security number, date of birth, and zip code** to confirm your identity. Zip code needs to be your home address.

The link has been updated on our Staff Resources page to the new Employee Access.

Employee Access Overview

My Dashboard

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

The screenshot shows the Employee Self-Service dashboard for Anna Mull. The header includes the user's name, address (111 Test St., Chandler AZ 85225), and a welcome message. It also displays leave balances: 3 Days Available for Classified Personal Leave and 10.25 Days Available for Classified Sick Leave, each with a 'Request leave' button. The main content area is divided into three sections: 'Announcements (2)' with a 'Welcome to TESS' message and an 'Ancient Announcement without an end date'; 'Recent paychecks' with a table of dates and pay amounts; and 'Upcoming time off' with a list of leave requests including Classified Vacation and Classified Personal Leave with their respective dates and durations.

Date	Take Home Pay	Gross Pay
01/10/2020	2,000.00	2,000.00
12/27/2019	2,000.00	2,000.00
12/13/2019	2,000.00	2,000.00

Leave Type	Start Date	End Date	Duration
Classified Vacation	Fri 03/13/2020		0.50 day(s)
Classified Personal Leave	Mon 03/16/2020		1.00 day(s)
Classified Vacation	Wed 03/18/2020		1.00 day(s)
Classified Vacation	Thu 03/19/2020		1.00 day(s)
Classified Vacation	Fri 03/20/2020		1.00 day(s)
Classified Vacation	Thu 03/26/2020		1.00 day(s)
Classified Personal Leave	Thu 03/26/2020		1.00 day(s)

Resources

The Resources dropdown menu has links to important information. For those of you that use iVisions for business purposes, the link to this is under the Resources dropdown.

The screenshot displays the 'Employee Access' interface for Jennifer Griffith. The left sidebar lists navigation options like Home, Manager Access, Team overview, Team time, My information, Profile, My time, Time off history, My pay, and Pay & tax information. The main content area features a 'Welcome back' message, a 'Latest paycheck' summary for 06/30/2022, and an 'Announcements' section with a message about the 2022-2023 school year. A 'Resources' dropdown menu is highlighted with a red circle, showing options for 'iVisions', '2022-2023 School Calendar', and '2022 Tax documents'. The footer includes contact information and a copyright notice for 2022.

Employee 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.

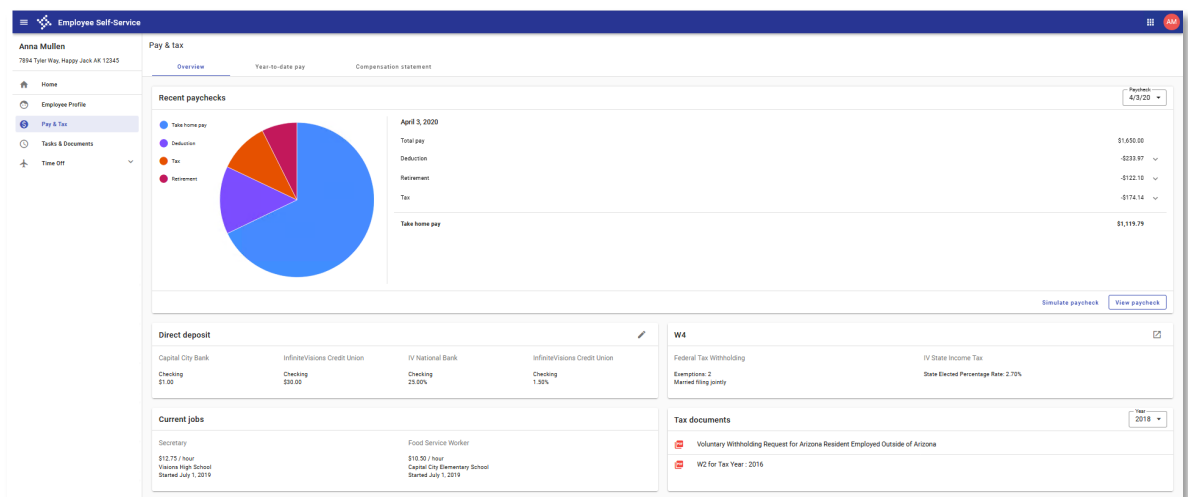
The screenshot shows the 'Employee Self-Service' interface for Anna Mullen. The left sidebar includes options for Home, Employee profile, Pay & tax, Tasks & documents, and Time off. The main content area is titled 'My profile' and has tabs for 'My info', 'Emergency contacts', 'Dependents', and 'Achievements'. The 'My info' tab is selected, showing a 'Personal information' section with fields for Name (Anna Mullen), Contact information (Mailing, Street, Work Email, Personal Email, Work Phone, Cell Phone, Home Phone), and Demographics (Gender: Female, Primary language: English). A red circle with the initials 'AM' is overlaid on the profile picture area.

Pay & Tax

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, 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.



Time Off

The Time Off menu allows you to view detail transactions within the Transaction screen.

Employee Self-Service

Anna Mullen
7894 Tyler Way, Happy Jack AK 12345

Home
Employee profile
Pay & tax
Tasks & documents
Time off
Requests
Transactions

Time off

Balance summary Breakdown

Alpha - Compensatory Time-Hrs 10 hours available	Classified Personal Leave-Days 3 days available	Classified Sick Leave-Days 9.5 days available	Classified Vacation-Days 15 days available	Leave Without Pay-Days 0 days available
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Request time off

Type: Classified Sick... Specific use

Selected dates

Wednesday, Aug 19, 2020
Classified Sick Leave-Days - 1 day

Friday, Aug 21, 2020
Classified Sick Leave-Days - 1 day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Comments

Cancel request Submit

Upcoming time off

In Progress (5)

Classified Personal Leave-Days Fri 06/19/2020	1.00 day Details
Classified Personal Leave-Days Fri 06/19/2020	1.00 day Details
Classified Personal Leave-Days Fri 06/19/2020	1.00 day Details
Classified Sick Leave-Days Fri 06/19/2020	1.00 day Details
Classified Sick Leave-Days Mon 06/22/2020	1.00 day Details
Classified Personal Leave-Days Thu 07/02/2020	0.50 days Details

Rejected (1)