

Employee Access ---Review info, download pay info

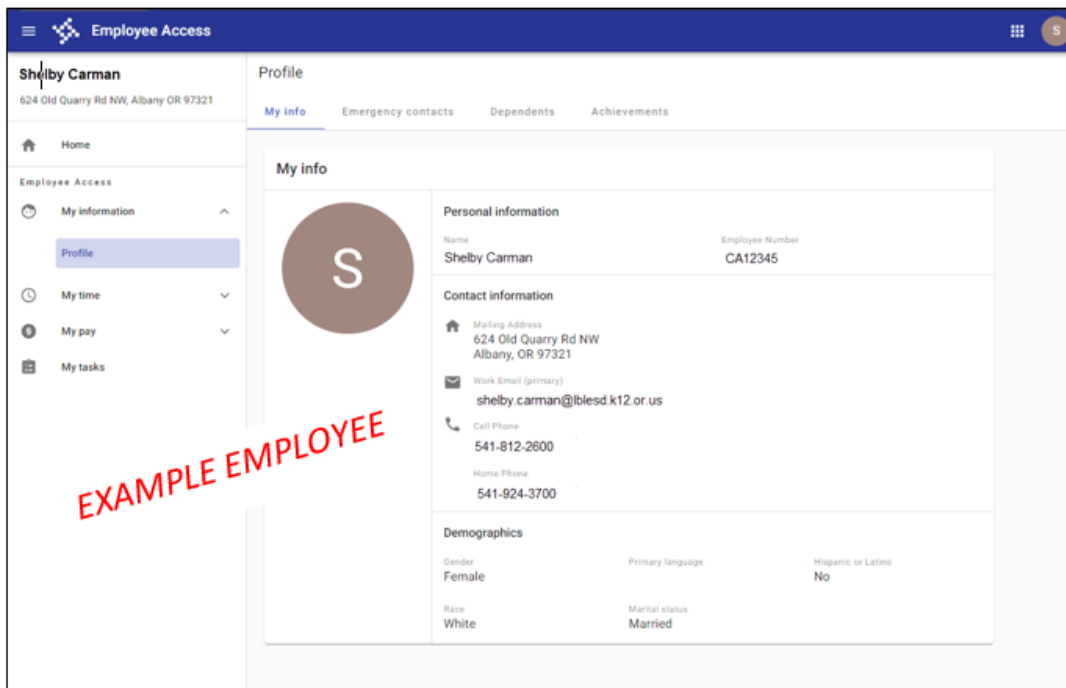
Previously known as "The Portal"

Website: <https://miltonfreewatersdor.tylerportico.com/tesp/employee-selfservice/profile/my-info>

Username: District gmail

Password: District password (for email, computer login)

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



Employee Access

Shelby Carman
624 Old Quarry Rd NW, Albany OR 97321

Profile

My info **Emergency contacts** Dependents Achievements

My info

Personal information

Name: Shelby Carman Employee Number: CA12345

Contact information

Mailing Address: 624 Old Quarry Rd NW, Albany, OR 97321

Work Email (primary): shelby.carman@blesd.k12.or.us

Cell Phone: 541-812-2600

Home Phone: 541-924-3700

Demographics

Gender: Female Primary language: Hispanic or Latino: No

Race: White Marital status: Married

CLICK EMERGENCY CONTACTS TO REVIEW/UPDATE INFORMATION

You can do this yourself –or email [Janet Millar](#)

EXAMPLE EMPLOYEE

Employee Access

Shelby Carman
624 Old Quarry Rd NW, Albany OR 97321

Profile

My info Emergency contacts **Dependents** Achievements

My info

Personal information

Name: Shelby Carman Employee Number: CA12345

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Demographics

Gender: Female Primary language: Hispanic or Latino: No

Race: White Marital status: Married

CLICK DEPENDENTS TO REVIEW/UPDATE DEPENDENTS (NOT REQUIRED)

FYI: This does not change anything on insurance

EXAMPLE EMPLOYEE

HOW TO REVIEW YOUR PAYROLL & TAX INFORMATION

CLICK > MY PAY > PAY & TAX INFORMATION

Employee Access

Shelby Carman
624 Old Quarry Rd NW, Albany OR 97321

Pay & tax information

Overview Year-to-date pay Compensation statement

Recent paychecks Paycheck: 6/24/16

Take home pay Deduction Tax

June 24, 2016

Total pay	\$3,961.44
Deduction	-\$694.04
Tax	-\$554.16
Take home pay	\$2,713.24

Paycheck history Simulate paycheck View paycheck

Direct deposit

OSU Federal CU
Checking
Remaining

Current jobs

Executive Secretary
\$21.75 / hour
Business Services
Started July 1, 2021

EXAMPLE EMPLOYEE

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.

HOW TO DOWNLOAD CURRENT/PAST PAYSTUBS

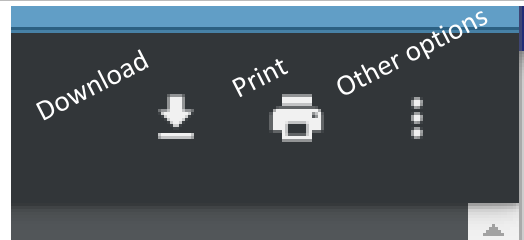
1. Select paycheck from dropdown

2. Click View Paycheck

June 24, 2016	
Total pay	\$3,961.44
Deduction	-\$694.04
Tax	-\$554.16
Take home pay	\$2,713.24

Paycheck opens in a new window in the browser.

Top right corner of screen you may see these options →



Year-to-date pay is another option to review

HOW TO REVIEW DIRECT DEPOSIT & W4 SETTINGS

Employee Access

Shelby Carman
624 Old Quarry Rd NW, Albany OR 97321

Pay & tax information

Overview | Year-to-date pay | Compensation statement

Recent paychecks (Paycheck: 6/24/16)

Take home pay (blue), Deduction (purple), Tax (red)

June 24, 2016	
Total pay	\$3,961.44
Deduction	-\$694.04
Tax	-\$554.16
Take home pay	\$2,713.24

Direct deposit
OSU Federal CU
Checking
Remaining

W4 [\[Yellow Link\]](#)

FEDERAL TAXES
Tax Status: Single or Married filing separately

STATE TAXES
Tax Status: Married but withhold at Higher Single Rate

Current jobs
Executive Secretary
\$21.75 / hour
Business Services
Started July 1, 2021

Tax documents (Year: 2022)

You don't have any 2022 tax documents

EXAMPLE EMPLOYEE

Current Fed and OR filing status, withholding allowances and additional amounts (if applicable) shown here from Payroll.

You can't change W4 forms in here. The yellow link is a W4 guided website

Contact Tara Lewis in Payroll for forms or links here:

[Federal W4 2022](#) [Oregon W4 2022](#)

This is your current Direct Deposit information— bank name and account type only.

You cannot change this here—please contact Tara Lewis in payroll to request the form or swing by the District Office anytime.

****Please note**—for immediate availability of direct deposit in payroll, it is required that a voided check or direct deposit authorization accompany your direct deposit form. Otherwise it takes 2 payrolls to take effect.

****IMPORTANT--DO NOT EMAIL banking info!**

HOW TO DOWNLOAD TAX DOCUMENTS (W2'S & ACA)

EXAMPLE EMPLOYEE

USE DROPDOWN TO SELECT YEAR

Documents available (IF APPLICABLE):
 W2 FOR TAX YEAR & ACA PROCESSING (THIS IS 1095)
 ** you may see duplicates, system error

Click on line you want--document opens in a new window in the browser. **W2 may require password – use the last 4 digits of your social security number**

Top right corner of screen you may see these options—use if needed.