

Overview for Employees

Employee Access

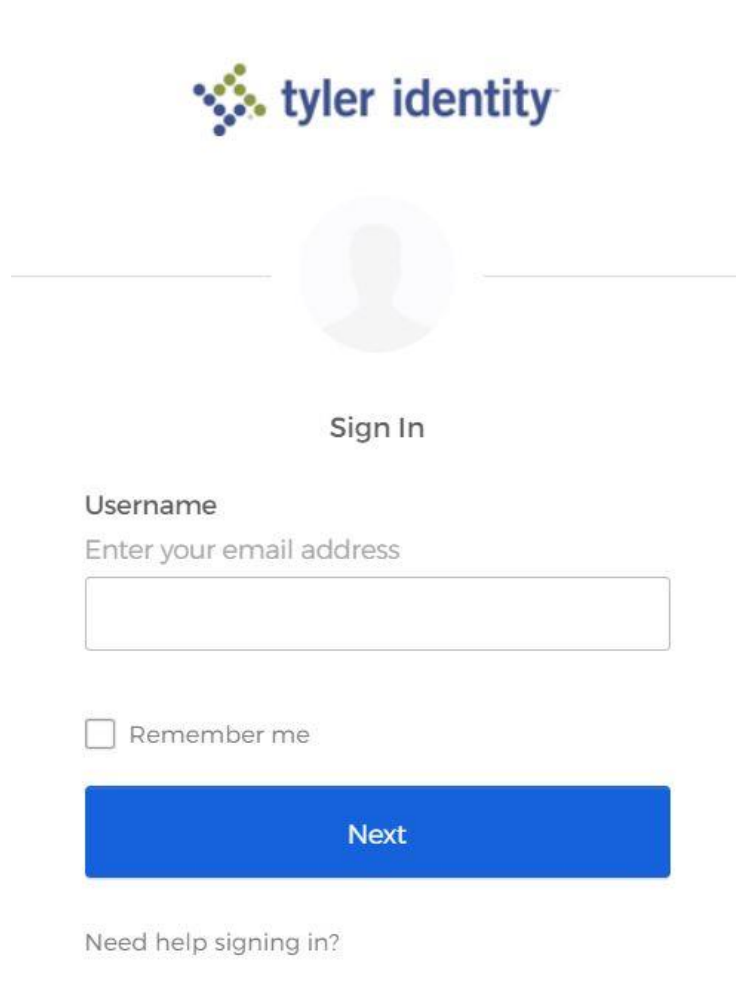
Welcome to Employee Access!


Employee Access, our new employee self-service application, provides a more user-friendly interface and increased security to protect our employees—that's you.


To access:

- 1 Open your web browser
- 2 Visit the Region15 Home Page www.region15.org and click on "Staff" located on the top center of the page and click on "Region 15 Employee Access"

OR visit <https://rsdt15ct.tylerportico.com/tesp/employee-selfservice/>







Sign In

Username
Enter your email address

Remember me

Next

[Need help signing in?](#)



3 Type in your Region15 email address

4 Press Next

 Sign in with Google

Sign in

to continue to [Tyler Identity Enterprise](#)

Enter your email

pshay

@region15.org

[Forgot email?](#)


To continue, Google will share your name, email address, language preference, and profile picture with Tyler Identity Enterprise.

[Create account](#)

[Next](#)

5 Press Next



 Sign in with Google

Welcome

 pshay@region15.org

Enter your password

Show password

To continue, Google will share your name, email address, language preference, and profile picture with Tyler Identity Enterprise.

[Forgot password?](#)

[Next](#)

- 6 Enter the password associated with your email address





Welcome to Regional School District 15's Employee Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.


User: Brenda McGrath

Email:bjmcgrath@region15.org

[▲ Not you?](#)

Email address*

Last four of SSN* 

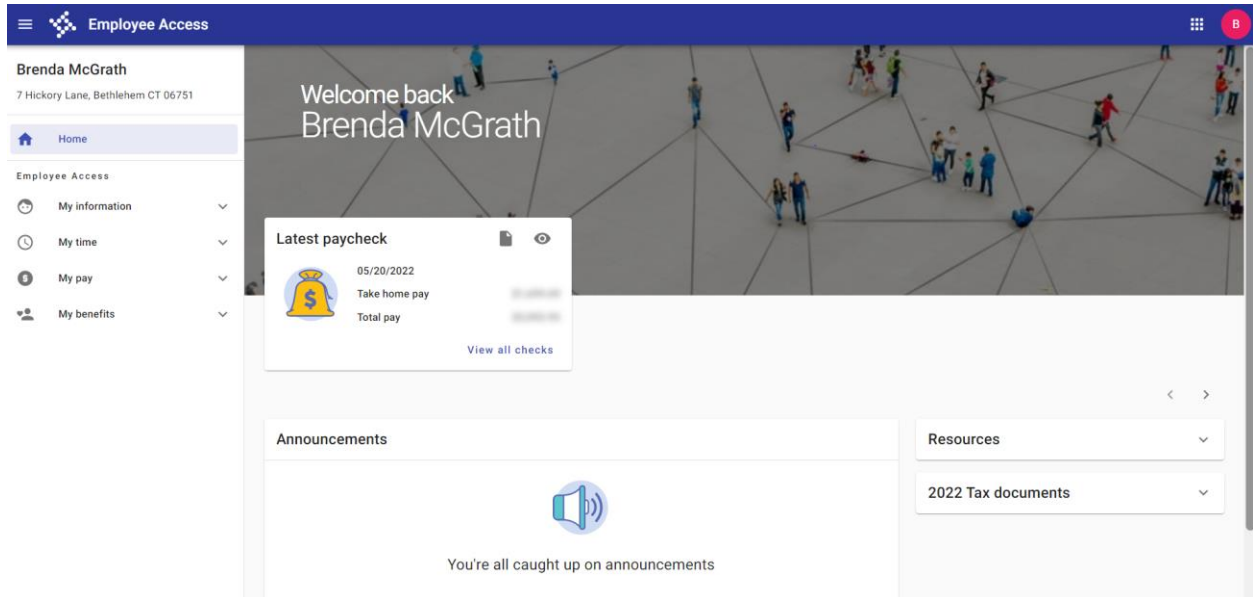
Birthdate*
05/24/2022 

Zip Code*

- 7 On the **first log in to the new site**, users must enter
 - a. Enter your email address
 - b. the last 4 digits of your social security number
 - c. date of birth
 - d. Zip code associated with your home address



This process the first time may take a few minutes to process the commands. Once the system is up you should see the new home page for Employee Access.



At this time, you may want to save this as a bookmark by pressing the * at the end of your URL line



Label the bookmark Employee Access and Press the Done Button.



Employee Access Overview

My Dashboard

Use the My Dashboard window to view at-a-glance information, including District Announcements and links to important Resources.

The screenshot shows the 'Employee SelfService' My Dashboard for Anna Mull. The dashboard includes a navigation sidebar, a main content area with announcements and recent paychecks, and a right-hand panel for upcoming time off.

Employee SelfService
Welcome back Anna Mull!
You have 2 announcements to review

Classified Personal Leave: 3 Days Available
Classified Sick Leave: 10.25 Days Available

Announcements (2)

- 12/26/2019: **Welcome to TESS**
This is a test of the TESS announcements system.
- 01/27/2018: **Ancient Announcement without an end date**
This is an announcement from the past to test date ranges, it has no end date.

Recent paychecks

Date	Take Home Pay	Gross Pay
01/10/2020	1234.56	1500.00
12/27/2019	1234.56	1500.00
12/13/2019	1234.56	1500.00

Upcoming time off

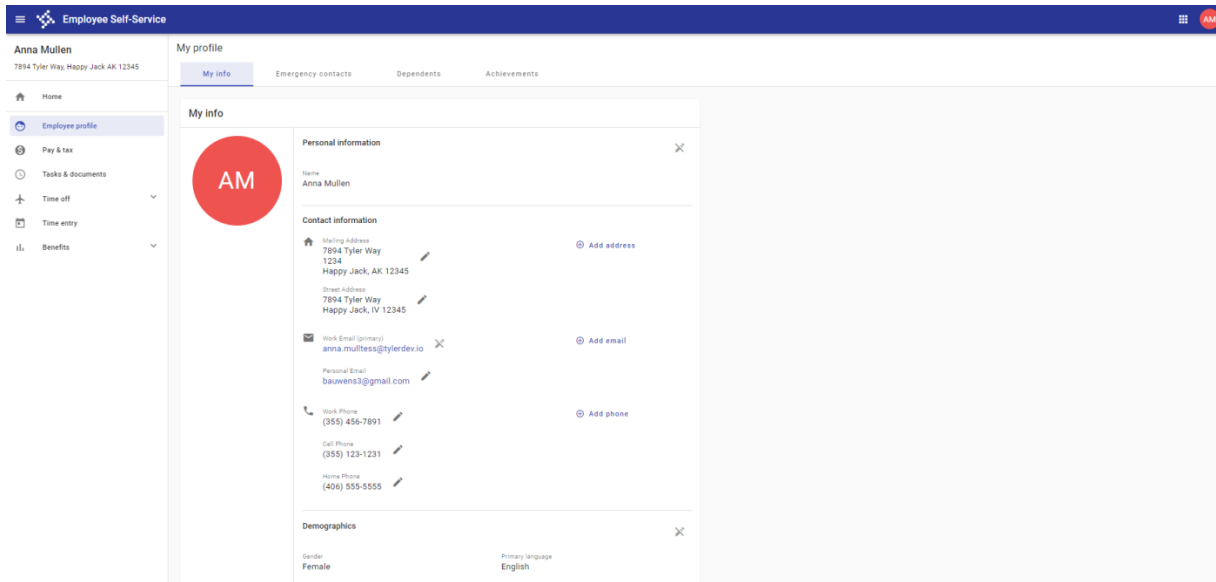
- In Progress (7)**
- Classified Vacation** Fri 03/13/2020: 0.50 day(s)
- Classified Personal Leave** Mon 03/16/2020: 1.00 day(s)
- Classified Vacation** Wed 03/18/2020: 1.00 day(s)
- Classified Vacation** Thu 03/19/2020: 1.00 day(s)
- Classified Vacation** Fri 03/20/2020: 1.00 day(s)
- Classified Vacation** Thu 03/26/2020: 1.00 day(s)
- Classified Personal Leave** Thu 03/26/2020: 1.00 day(s)

My Dashboard window



Employee Profile

Review personal contact information on file with the District in the Employee Profile window. If applicable, users can edit personal information from here. Use the additional tabs to add and maintain Emergency Contact Information and Dependents, as well as view Education and Certification information.



Employee Profile window

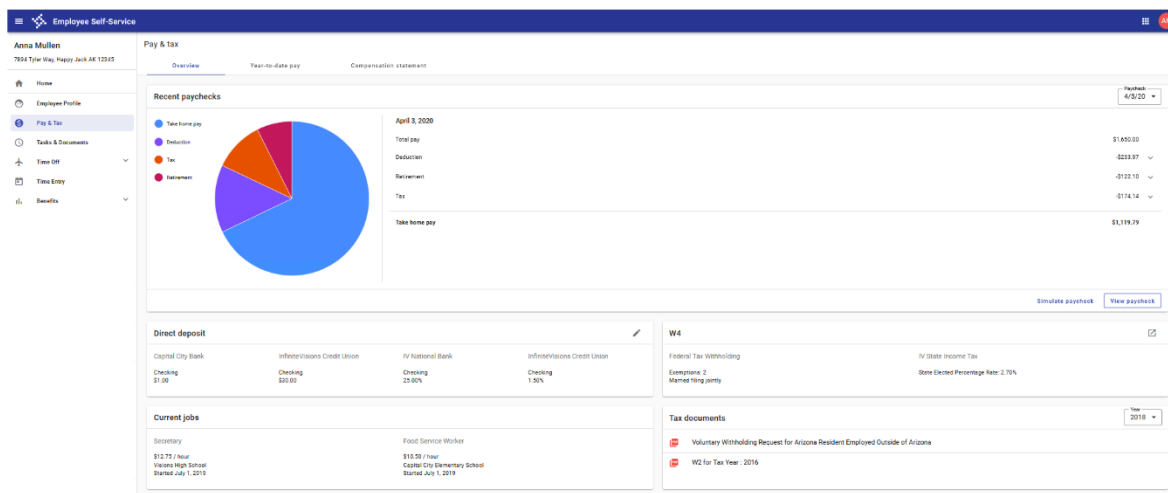


Pay & Tax

The Pay & Tax window provides an expandable visual representation of the user's paycheck, a Paycheck Simulator, and PDF copies of pay stubs.

Use Pay & Tax to view and/or edit any direct deposit information on file, view and/or update W4 information, access W2 documentation, and view job information.

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



Pay & Tax window



Tasks & Documents

Use the Tasks & Documents menu to approve contracts and tasks, add forms (if applicable), view completed tasks, and view documents associated with your employee record.

The screenshot shows the 'Employee SelfService' interface. The user is logged in as Anna Mull. The main content area is titled 'Tasks & Documents' and is divided into four sections:

- Outstanding tasks:** No outstanding tasks.
- Completed tasks:** A table listing completed tasks with columns for Title, Date completed, and a View button.
- View documents:** A table listing documents with columns for Title, Date added, and a View button.
- Employee forms:** No forms.

Title	Date completed	View
Department Head	04/01/2020	View
Asst Football Coaching Contract	03/30/2020	View
Mentor Teacher Contract FY1920	03/26/2020	View
Mentor Teacher Contract FY1920	03/24/2020	View
Overtime Request	01/31/2020	View

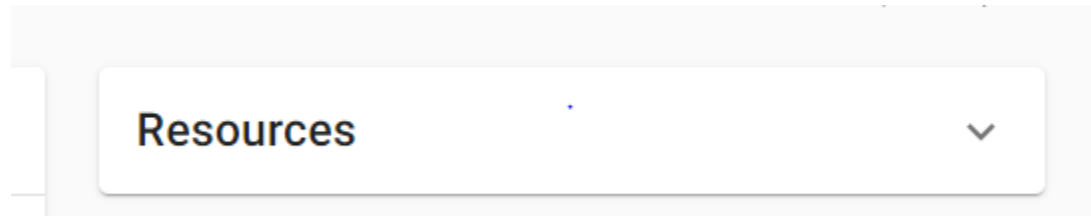
Title	Date added	View
FLSA Request	01/07/2020	View
FLSA Certification	01/07/2020	View
Field Trip	01/07/2020	View
FLSA Document	01/07/2020	View
Other	01/07/2020	View

Tasks & Documents window



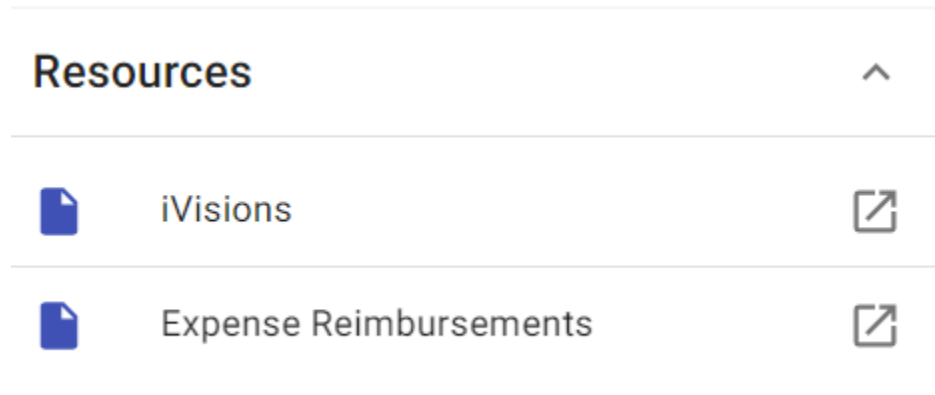
Resources

Resources which are located at the bottom right of your screen replaces My Workflow for those users that need to perform tasks such as requisitions, print purchase orders, and receiving



iVisions replaces Work Flow

Select the down arrow and choose iVisions. The first time you launch this may take a few minutes be patience with the software. Nothing has changed on any of the screen within the workflow



Expense Reimbursements

Select the down arrow and choose Expense. The first time you launch this may take a few minutes be patience with the software. Nothing has changed on any of the screen within the Employee Reimbursements.

