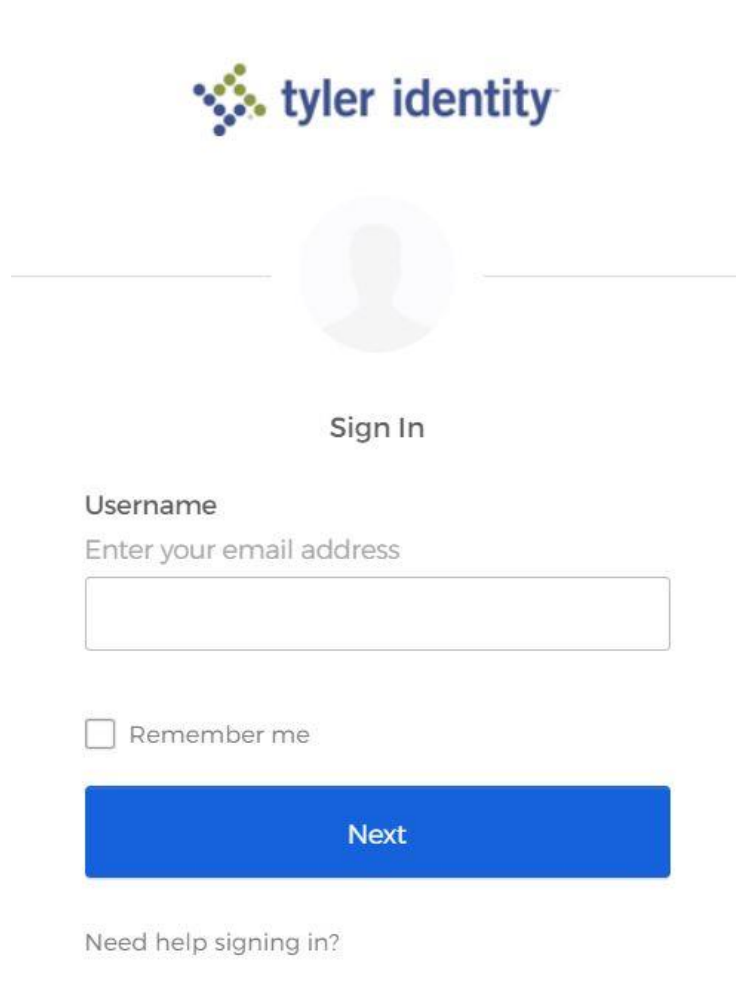# Overview for Employees

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/

3   Type in your Region15 email address

4   Press Next

G 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

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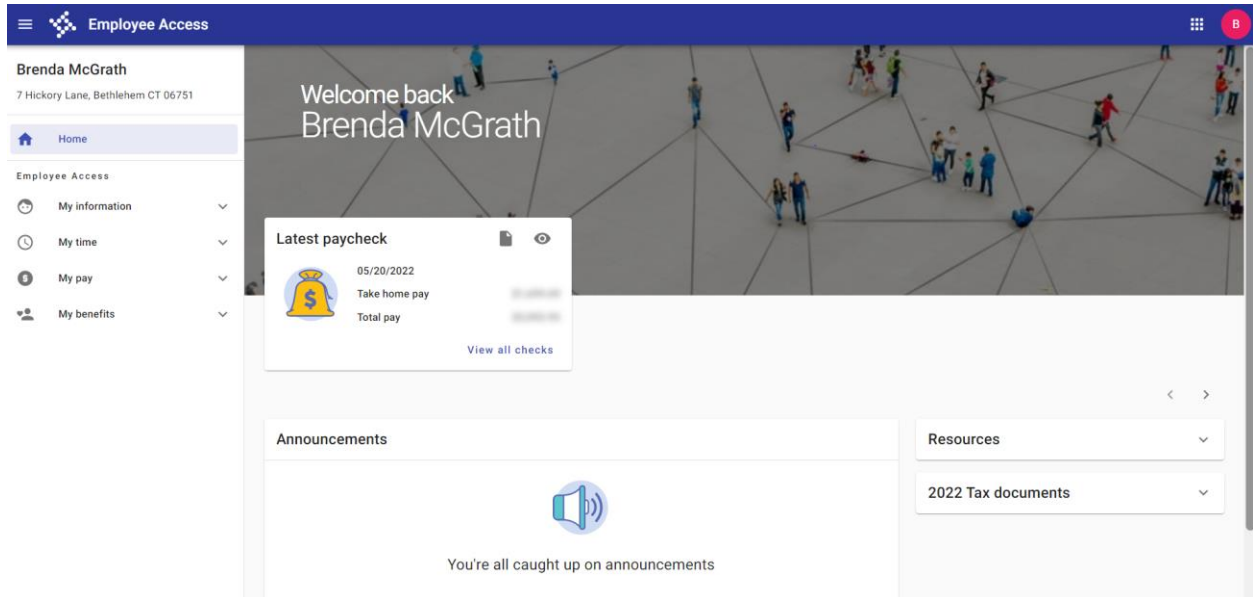
At this time, you may want to save this as a bookmark by pressing the * at the end of your URL line

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.

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.
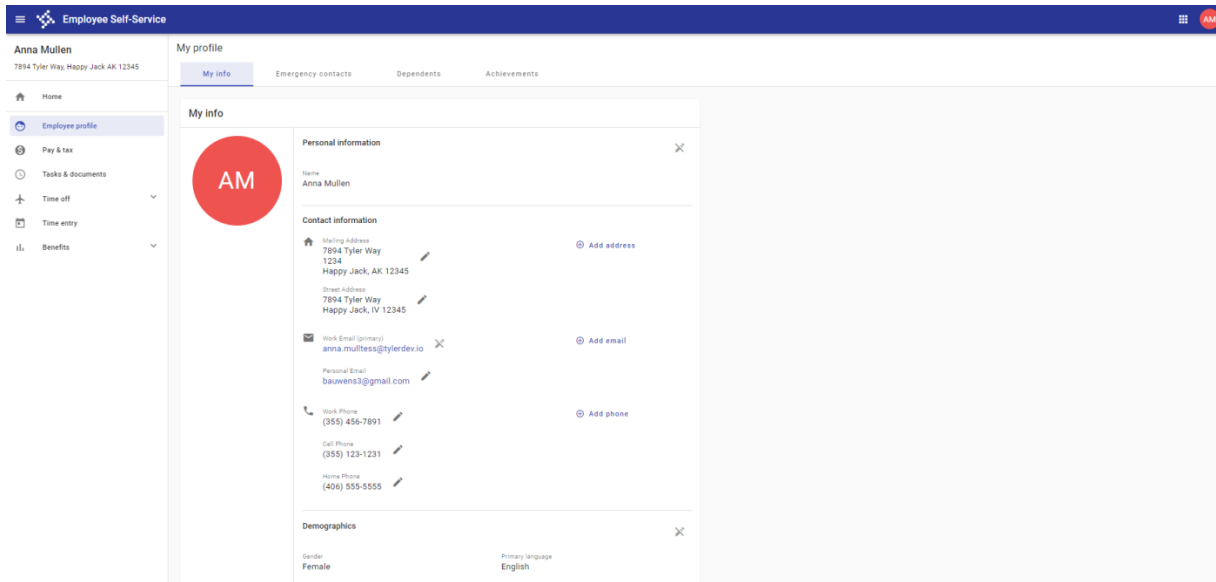

Employee Profile window

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.
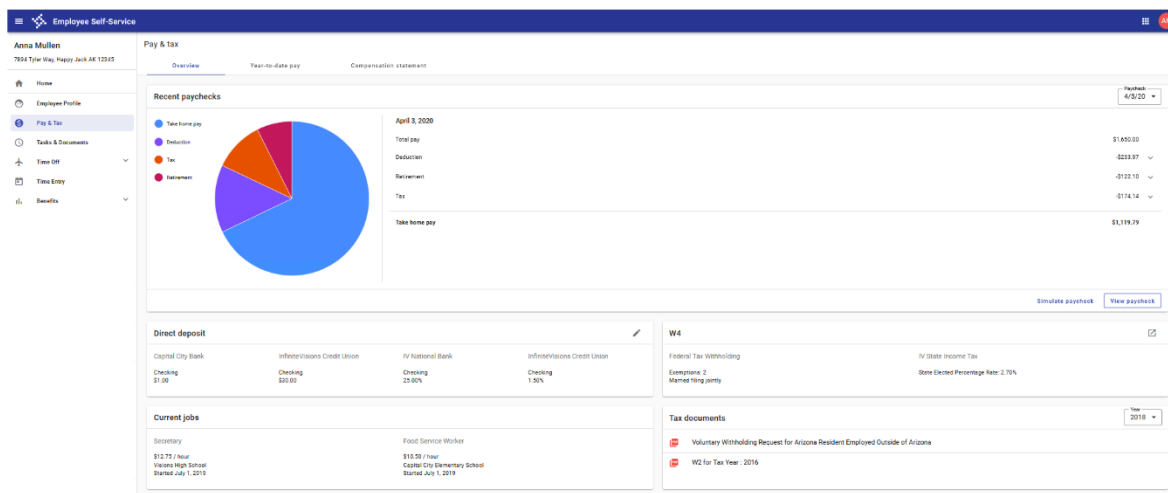
Pay & Tax window

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.

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
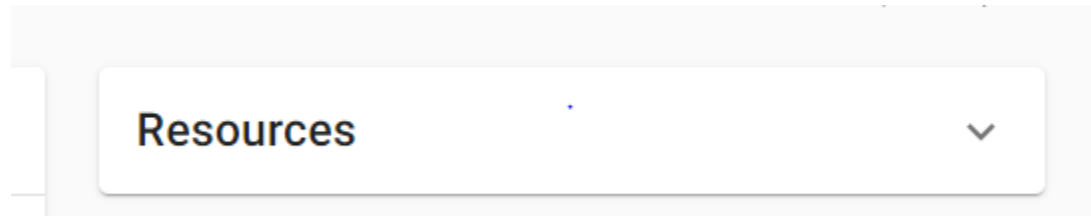
iVisions replaces Work Flow

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
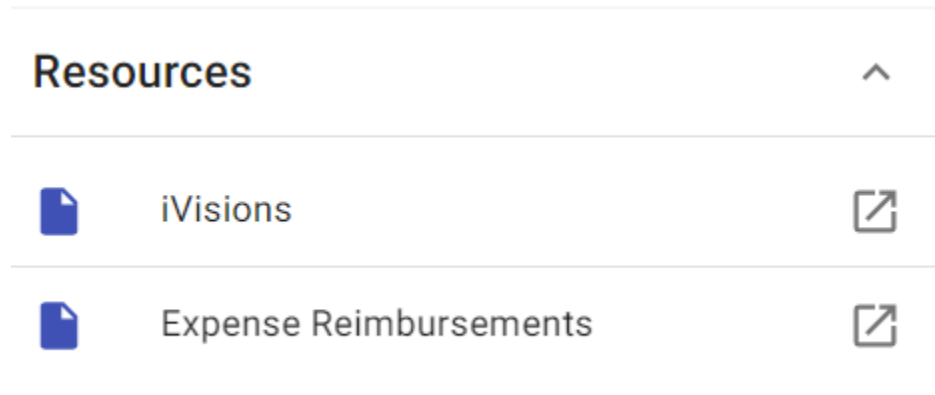
Expense Reimbursements

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.