



## The Employee Online Self-Service Portal

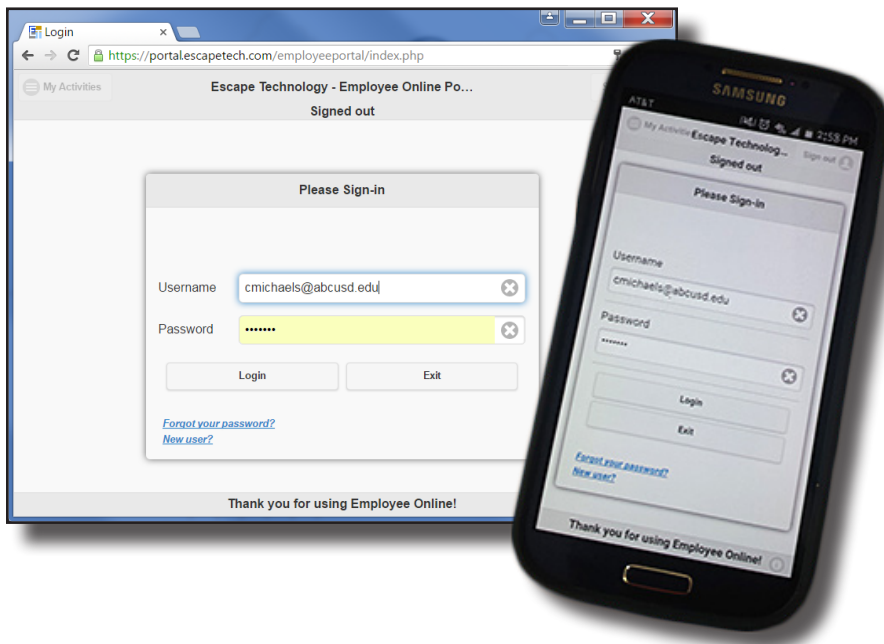
Save money, time and paper!

Convenience: anytime, anywhere.

You have access to all your  
important HR and payroll information.

On any device: computer, tablet, smartphone.

Secure with strong password and  
two-factor authentication.



At your desk or on the go, login and get the information you need!

Now you can view important HR and payroll information!

### For employees:

**My Info:** demographics, education, credentials, current and past assignments.

**My Benefits:** benefits and leave information, including balances and usages.

**My Payroll:** pay stubs, W2s, 1095s for multiple years. Payroll calculator for what-if tax changes. Electronic submission of W4 and DE4 changes.

### For supervisors:

**My Team:** assignments, evaluations and contact info for direct reports.

# My Info:

For employees: demographics, assignments, credentials, education

Escape Technology - Employee Online Portal

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information	
Employee#	1814	Home Addr	123 Main Street
First Name	Celeste	City	Roseville
Preferred		State	CA
Middle Name	M	Zip	95661
Last Name	Michaels	Mailing Addr	PO Box 1234
Former Name		City	Roseville
Gender	Female	State	CA
Home #	(916) 773-6363	Zip	95661-1234
Cell #	(916) 300-1234	3 - Emergency Contacts	
Hire Date	12/14/92	Contact #	(916)773-6464
TB Expires	10/20/15	Contact	Robert Michaels
Work Email	cmichaels@abcusd.edu	Relation	Husband
Personal Email		Doctor #	
		Doctor	

Assignments				Credentials			Education	
Status	Pos #	Type	Location	From	Thru	FTE	Job Category	Job Class
Current	116	PAID	Annex	07/01/15	06/30/16	1.000	CE Mgrnt	Senior Director

Thank you for using Employee Online!

## Demographics

## Assignments

## Credentials

## Education

**DEMOGRAPHICS:** Current address, TB info, contact information, including emergency contacts.

**ASSIGNMENTS:** Detailed list of current and past assignments, along with location, from/thru dates, FTE, job category and job class.

**CREDENTIALS:** Detailed list of all credentials filed with the COE. Shows document number, issue date, expiration date and more.

**EDUCATION:** Detailed list of degrees, trainings, license, NCLB records, education units, EL authorizations and assignment options.

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My Info - Employee - Demographic and Job Info

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First Name	Celeste	City	Roseville
Preferred		State	CA
Middle Name	M	Zip	95661
Last Name	Michaels	Mailing Addr	PO Box 1234
Former Name		City	Roseville
Gender	Female	State	CA
Home #	(916) 773-6363	Zip	95661-1234
Cell #	(916) 300-1234	3 - Emergency Contacts	
Hire Date	12/14/92		
TB Expires	10/20/15		
Work Email	chad@escapetech.com		
Personal Email	cmichaels@abcusd.edu		

Assignments		Credentials				Education	
Status	Doc Type	Document#	Issued	Expires	Category	Cred Title	Term
	State	123181861	02/01/13	02/01/18	Ryan	Clinical or Rehabilitative Services Credential	Clear
	State	123181860	02/01/13	02/01/18			

Thank you for using Employee Online!

Escape Technology - Employee Online Portal

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information		3 - Emergency Contacts	

Assignments		Credentials		Education	

Degrees - Education				
Date	Degree	Major	Minor	School
05/05/07	MS	PT		USC
05/25/92	BS	PT	PSYC	CSU Sacramento

Trainings - Education		

Licenses - Education		
Date	License Type	Expires
01/01/01	Licensed CSW	12/31/10

NCLB - Education	

Units - Education	

EL Authorizations - Education	
Date	EL Authorization
02/28/06	Education Specialist Cred

Thank you for using Employee Online!

# My Benefits:

For employees: school year leave balances & activity, and health & welfare

My Activities

Escape Technology - Employee Online Portal

Sign out

ABC District

Celeste Michaels

My Benefits

Leave Balances & Activity

Health & Welfare

Leave Balances Summary (School Year to Date)

Leave	Beg Balance	Accrued	Pending	Used	Adjust	Dock/Paid	End Balance
FMLA	0.0000						0.0000
Paid Leave	0.0000						0.0000
Sick	1268.6700	96.0000		-49.7500			1314.9200
Personal Nec	0.0000	56.0000		-16.0000	-40.0000		0.0000
Personal Disc	0.0000	56.0000			-56.0000		0.0000
Bereavement	0.0000						0.0000
Jury Duty	0.0000						0.0000
Unpaid Leave	0.0000						0.0000
Workers Comp	0.0000						0.0000

Leave Activity

Leave	From	Day	Thru	Day	Amount	Unit	Type	Dock/Paid	Posted	Reason
Sick	03/09/16	Tue	03/09/16	Tue	-8.0000	Hours	Usage		Pending	
Sick	09/23/15	Wed	09/23/15	Wed	-3.0000	Hours	Usage		10/15/15	a100 Sick Leave/Dr appt (emplo
Sick	09/16/15	Wed	09/16/15	Wed	-2.2500	Hours	Usage		10/15/15	a100 Sick Leave/Dr appt (emplo

Leave Balances  
Leave Activity  
Health & Welfare

- LEAVE BALANCES:** Current school year leave balance summary with drill down for usages/adjustments for each balance.
- LEAVE ACTIVITY:** Detailed history of usages, including date, duration, type, units/hours, posted/pending, pay period reported and if the usage resulted in a dock of pay.
- HEALTH & WELFARE:** Current and past health & welfare benefits.

My Activities

Escape Technology - Employee Online Portal

Sign out

ABC District

Celeste Michaels

My Benefits

Leave Balances & Activity

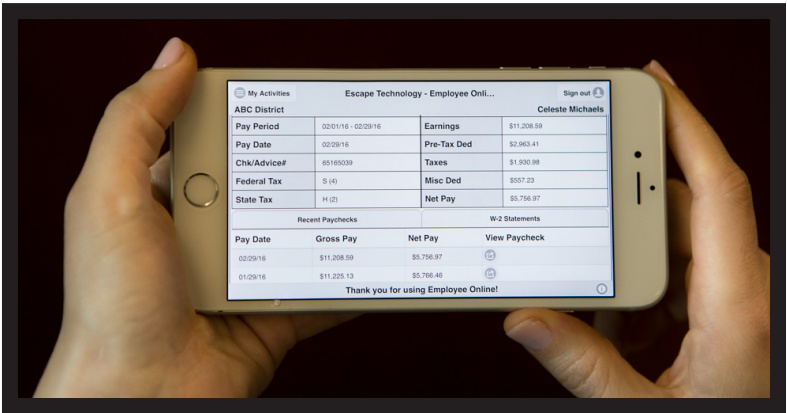
Health & Welfare

Current Health & Welfare Benefits

From	Thru	Plan	Level	My Share	District Share
07/01/15		Sutter Mid HMO	SMID Employee Only	0.0000	479.0000
07/01/07		Dental	Delta Dental	0.0000	119.7500

Past Health & Welfare Benefits

From	Thru	Plan	Level
06/11/12	06/10/15	Health Net MID	HNMD Employee Only
06/01/11	06/10/12	Health Net High	HNHD Employee Only
07/01/07	05/31/11	Blue Shield Hi	BS HD Emp+Spouse





# My Payroll:

For employees: recent pay, previous pay, W2's, 1095's  
Payroll calculator and electronic tax change  
submission

Escape Technology - Employee Online Portal

My Payroll

Payroll History | Payroll Calculator | Tax/Deduction Setup Change Requests

Payroll History

Last Pay Stub - shows detail about your last payroll. You can retrieve the full detail for this payroll on the "Recent Paychecks" tab.

1 - Last Pay Stub Info		2 - Payroll Amounts	
Pay Period	05/01/16 - 05/31/16	Earnings	\$1,070.00
Pay Date	06/10/16	Pre-Tax Ded	\$0.00
Chk/Advice#	5253613	Taxes	\$109.25
Federal Tax	S (0)	Misc Ded	\$0.00
State Tax	S (0)	Net Pay	\$960.75

## Pay Stub Tax Info Historical Pay, W2's, 1095's

**LAST PAY STUB:** At a glance, summary information from your last pay stub: date, earnings, tax withholding, miscellaneous deductions withheld, Federal/State W4 information.

**RECENT PAYCHECKS:** Detailed history of pay date, including gross and net pay, with one-click download of PDF for paychecks.

**W2 STATEMENTS:** One-click download of W2 statements in the system.

**1095 STATEMENTS:** One-click download of Affordable Care Act 1095 employee statements in the system.

Escape Technology - Employee Online Portal

Payroll Calculator

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.

Federal Tax Withholdings	
Marital Status	New: Married, Current: Single
Allowances	New: 2, Current: 5
Additional Flat Amt	New: \$100.00, Current: \$0.00
Additional Percent	New: 0.00, Current: 0.00%
Exempt	

State Tax Withholdings	

Deductions		

Net Pay		
New	Current	Diff
*** Estimated Net Pay ***	\$13,517.78	\$13,145.47

Thank you for using Employee Online!

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Tax/Deduction Setup Change Requests

Payroll unless you change the effective date in the request

State Tax Withholding Change

Copy Federal Values

Check the "Single" box.)

Check here. You must call 1-800-772-

## Pay Calculator Tax Change Requests

**PAYROLL CALCULATOR:** Try different scenarios for changes to taxes, including marital status, allowances, additional amounts and more.

**TAX/DEDUCTION SETUP CHANGE REQUEST:** Submit a request to change federal and state withholdings. Copy the chosen scenario from the Payroll Calculator, includes approval process before posting and employee notification via email.

# My Team:

## For supervisors: complete information on your team and vacancies

The screenshot displays the 'My Team' interface in the 'Escape Technology - Employee Online Portal'. The main window shows a list of team members under the 'Employment Profile' tab. A pop-up window provides detailed information for a specific team member, including contact and emergency details. Another pop-up window shows the 'Position Vacancy' details for a specific position.

Employee	Job Description	Location Name	Work Phone	Work Email
Vacant Pos #1057	Paraprofessional/Educational Audiologist I	Floater		
Vacant Pos #1060	Paraprofessional/Sign Lang Interpreter Trans	Florence HS		
Vacant Pos #1075	Paraprofessional/TA II Special Education	Florence HS		
Vacant Pos #1076	Paraprofessional/Behavior Specialist I	Floater		
Vacant Pos #1077				
Vacant Pos #1079				
Aims, Melissa L				
Alcantar, Katelyn D				
Atkinson, Heather M				
Avon, Linde M				
Bailey, Esther F				
Barnes, Jessica P				
Barnes, Natasha M				

Employee Address/Contact Information		Employee Dates/Emergency Info	
Employee #	1084	Birth Date	02/04/58
Employee Name	Avon, Linde M	Hire Date	01/14/97
Phone	123 Main Street	TB Test	10/20/15
Address	Roseville	Drivers Lic Expires	
City	CA	Emergency Doctor	
State/Zip	95661	Doctor Phone #	
Spouse			
Spouse Phone			

Position Vacancy	
Position #	1057
Location	Floater
Date From	07/01/2015
Date Thru	
FTE Authorized	0.40000
FTE Used	0.00000
FTE Available	0.40000
Job Category	Paraprofessional
Job Class	Educational Aud
Bargaining Unit	CSEA

## Team Information

## Vacancies

## Team Members

**TEAM INFORMATION:** List of all your team members and positions that are not yet filled. Your team is based on the supervisor defined in the Escape Online Position record.

**VACANCIES:** At the top of the list are all of the vacant positions, helping you keep track of positions you need to fill.

**TEAM MEMBERS:** Each team member line includes employee name, job description, location, work phone and email, with the option to drill down.

## Team Drill Down

**DEMOGRAPHIC INFO:** For each team member, scan demographic information, including name, address and emergency contact information.

**ASSIGNMENTS:** Review all of the assignments held by a team member, even jobs not under your supervision.

**EDUCATION:** See the education credits, records, degrees for the team member.

**LEAVES:** Current fiscal year leave balance summary for the team member.

## Evaluations

**SCHEDULED EVALUATIONS:** For each team member, see scheduled evaluations, including rating, comments and evaluator.

The screenshot displays the 'Upcoming Team Evaluations' table in the 'My Team - Members' section. The table lists upcoming evaluations for team members, including scheduled dates, evaluated dates, begin and end dates, type of evaluation, evaluator, rating, and comments.

Employee	Scheduled	Evaluated	Begin	End	Type	Evaluator	Rating	Comment
Bixby, Brandon C	01/01/16		07/01/15	06/30/16	Class 5m Prob	Smith, Jaylene A		
Heilmann, Marie	01/01/16		07/01/15	06/30/16	Class 5m Prob	Smith, Jaylene A		
Jacobs, Grace M	01/01/16		07/01/15	06/30/16	Class 5m Prob	Endicott, Shirley L		
Martin, Bella M	01/01/16		07/01/15	06/30/16	Class 5m Prob	Estrada, Anne S		
Van Buskirk, Jessica A	01/01/16		07/01/15	06/30/16	Class 11m Prob	Smith, Jaylene A		
Gilkey, Patricia M	02/01/16		07/01/15	06/30/16	Class 11m Prob	Endicott, Shirley L		
Roberts, Darlene A	02/01/16		07/01/15	06/30/16	Class 5m Prob	Endicott, Shirley L		
Aims, Melissa L	02/15/16		07/01/15	06/30/16	Temp Annual	Smith, Jaylene A		
Barnes, Natasha M	02/15/16		07/01/15	06/30/16	Cert Prob 1	Endicott, Shirley L		
Bennette, Christopher W	02/15/16		07/01/15	02/15/16	Cert 2 Yr Perm	Michaels, Celeste M		
Benson, Margaret A	02/15/16		07/01/15	06/30/16	Cert 2 Yr Perm	Endicott, Shirley L		
Cake, Dolores J	02/15/16		07/01/15	06/30/16	Temp Annual	Michaels, Celeste M		
Carlson, Susan S	02/15/16		07/01/15	06/30/16	Cert Prob 1	Michaels, Celeste M		
Corwell, Debra T	02/15/16		07/01/15	06/30/16	Temp Annual	Smith, Jaylene A		
Cuba, Cynthia H	02/15/16		07/01/15	06/30/16	Cert 2 Yr Perm	Smith, Jaylene A		