



# Made in Hayward

## Escape Employee Online Portal

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Via the Portal, employees can access their own personal contact information as well as view their Benefits and Leaves. Also accessible are employee pay stubs, reimbursements, W2s, and 1095 statements.

Employees can try different scenarios for changes to taxes, including marital status, allowances, additional deductions and more.

***Depending on the district's implementation***, employees can also submit a request to change federal and state withholdings, or request a demographic change, such as a change to their home address. These requests would then be routed through an approval process before posting to Escape Online and notifying the employee of the change via email.

### Instructions for Employees:

Using any browser, enter the following URL in your web browser address bar: [escape.acoe.org](https://escape.acoe.org)

**\*\*First time users will need to register on the portal\*\***

Select 'Create new user?'

ESCAPE  
TECHNOLOGY

Username

Password

Create new user?  
Forgot password?

SIGN IN

# Escape Employee Online Portal

**ESCAPE TECHNOLOGY**

In order to successfully register, the information you provide **must match** the information already on file with your employer.

Use your work email address

Email

First Name

Last Name

MM/DD/YYYY Format

Date of Birth

Last 4 SSN

See Password Rules

Create Password

Confirm Password

CANCEL REGISTER

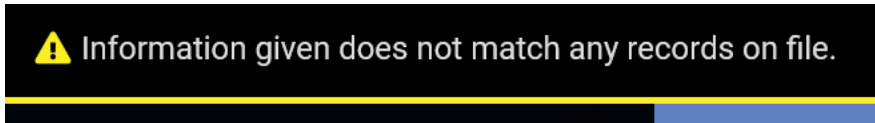
Fill out all the information fields in the registration window – **the information MUST match what your employer has on file in Escape** (email should be your work email address). Once the fields are complete, select REGISTER

## Password rules:

- ✗ Contains at least 8 characters
  - ✗ Contains 1 lower case character(s)
  - ✗ Contains 1 upper case character(s)
  - ✗ Contains 1 numerical character(s)
  - ✗ Contains 1 special character(s)
- ~!@#\$\$%^&\*()\_+ =/?.,><"';:|}\

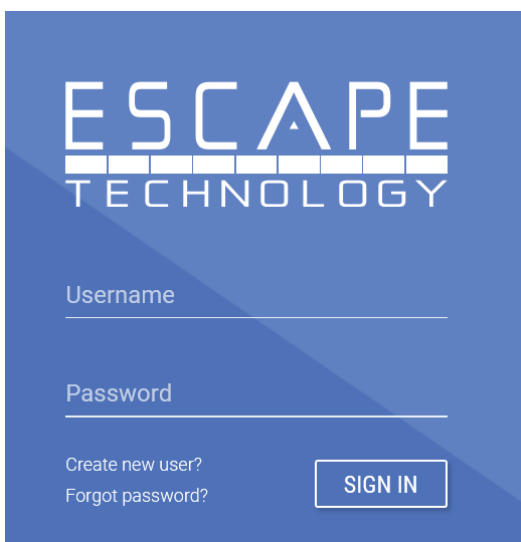
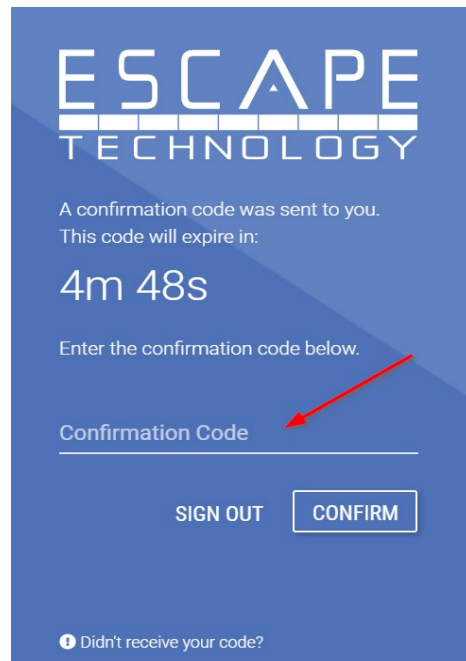
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If the information entered does not match your Employment record within your district, you will receive the following error:



Make the appropriate changes and select 'REGISTER' again. ***If you receive this error again, please contact your HR Department to determine the discrepancy.***

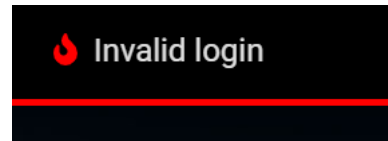
1. After the information you keyed is accepted, check your work email for the confirmation code.
2. Key the code received into the window (***code expires after 5 minutes***).
3. Select CONFIRM



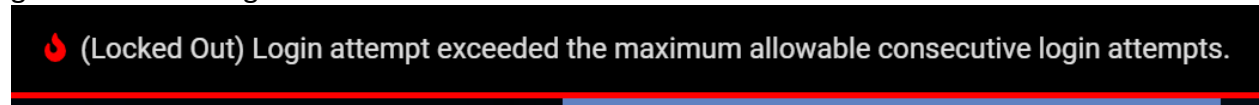
You are now ready to explore the Escape Online Portal! Enter your work email and newly established password and select SIGN IN.

# Escape Employee Online Portal

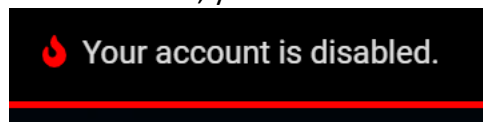
If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you will receive the following error:



You will have 5 attempts to log in. If you are unsuccessful after the 5<sup>th</sup> attempt, you will be given the following error:



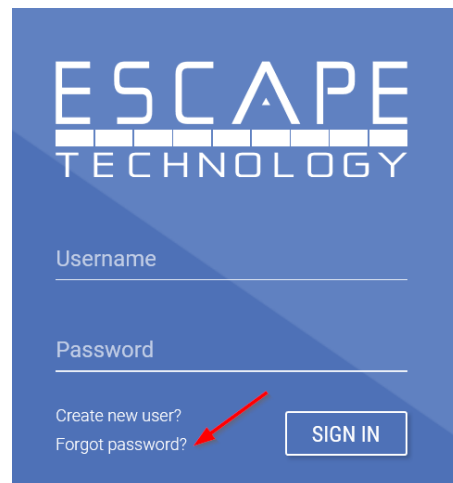
If you try again before the account is reset, you will receive the following message:



Your account can be reset in one of 3 ways:

1. after waiting 5 minutes, the account will reset on its own and you can try to login again, or
2. designated district staff with the applicable user-based activity permissions can perform the task in Employee Management, or
3. **designated staff at the district** can contact FSS at ACOE to unlock your account.

If you have forgotten your password, you can have the Portal send you a password reset. Without putting in any other information, select "Forgot password?"

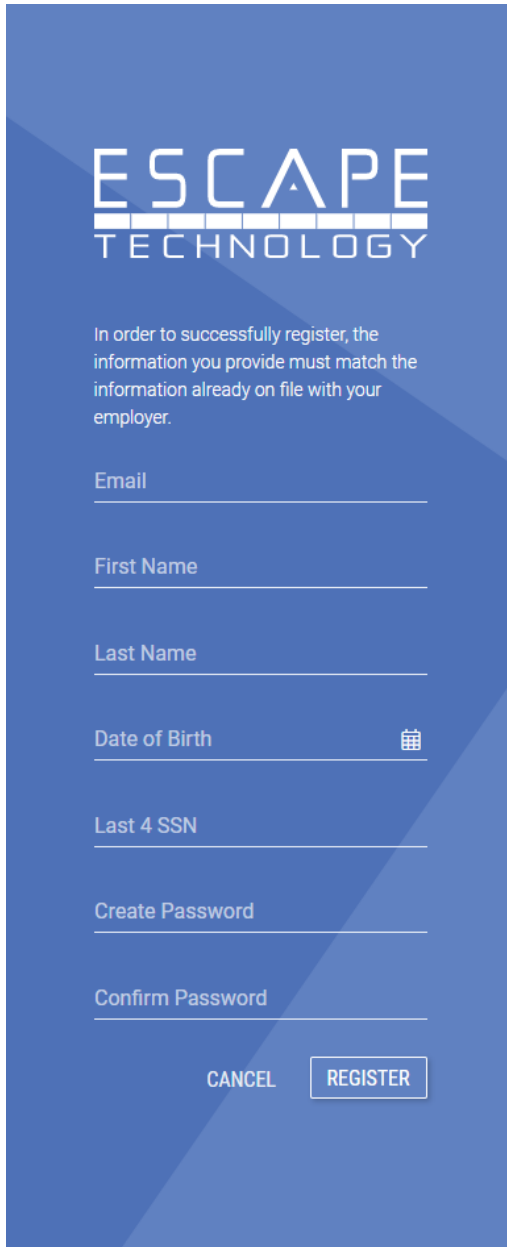


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You will be asked to complete the matching employment information again and to create a new password that matches the password criteria, and then select RESET

Check your email for the confirmation code and enter it in the Portal. **Again, you will have 5 minutes to enter the code**




**ESCAPE TECHNOLOGY**

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

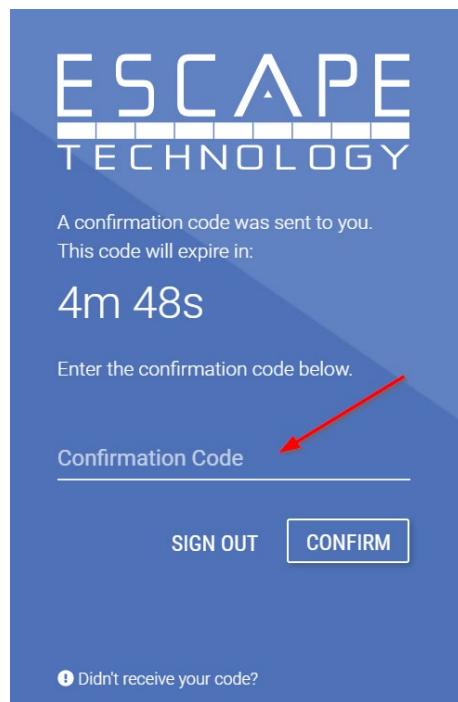
Last Name

Date of Birth  

Last 4 SSN

Create Password

Confirm Password




**ESCAPE TECHNOLOGY**


A confirmation code was sent to you.  
This code will expire in:

**4m 48s**

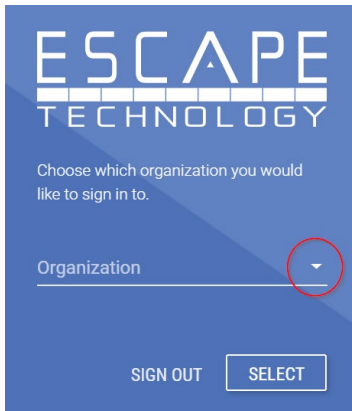
Enter the confirmation code below.

Confirmation Code



 Didn't receive your code?

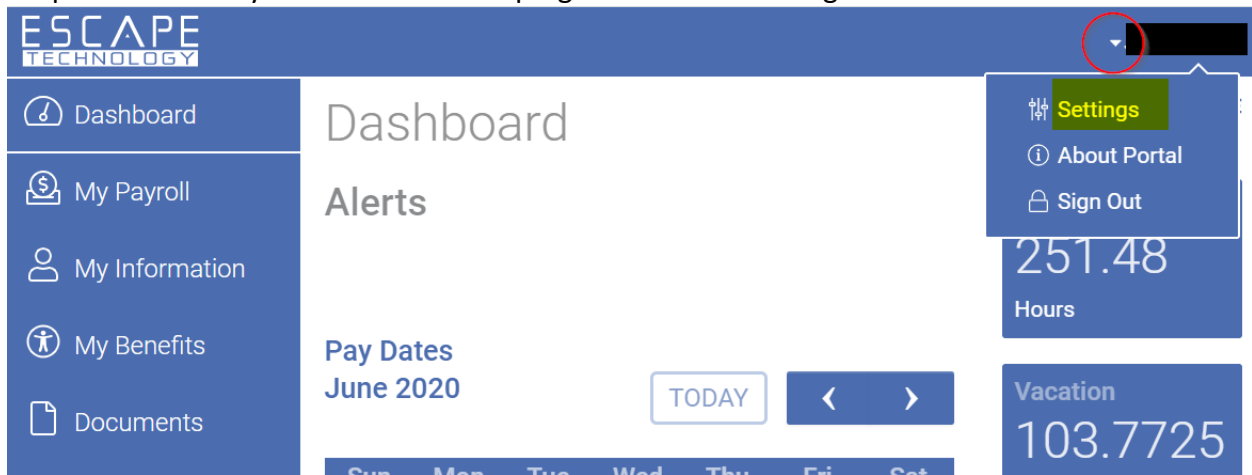
# Escape Employee Online Portal



Once you have successfully logged in to the Portal, you may be asked to choose an Organization if you have worked in multiple school districts within Alameda County. Use the dropdown to choose which district and then click **SELECT**

Once you are logged in, you will land on the Dashboard where you may see any Alerts that your district sends you, as well as being able to select from the menu options on the left hand side.

If you need to change your password at any time in the future, you would click on the dropdown next to your name on the top right and select Settings:



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My Settings

From My Settings, you will select CHANGE under the Password section

Username

[Redacted]

CHANGE

Password

•••••

CHANGE



A dialog box will open where you enter your current password and enter & confirm a new one and select CHANGE

Change Password ×

Current Password

New Password

Confirm New Password

CLOSE

## Dashboard

From the Dashboard, you can explore the various menu options. Please note that popup blockers will block you from seeing attachments from the Portal. You may need to turn off your browser's popup blocker.

## My Payroll

- Last Pay Period – Displays summary information from last pay check, including tax withholding.
- Recent Paychecks– Displays a configurable number of months of the employee's gross and net pay, with links to paycheck snapshots.
- Reimbursements - Displays a configurable number of months of employee reimbursements, if processed in AP with EmpID.

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- W2 Statements – Provides links to W2 snapshots for all years processed in the software.
- 1095 Statements – Provides links to 1095 snapshots for all years processed in the software.
- Paycheck Calculator – Allows employees to change W-4 and DE 4 settings, earnings and deductions to estimate their net pay.
- Withholding Changes – Allows employees to submit a W-4 and DE 4 electronically for HR approval, ***if enabled by the district.***

## My Information

- Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency.  
***If enabled by the district,*** employees can submit change requests through the Portal for demographic information, including home phone, cell phone, home email, name, address, spouse info, emergency info, and more. The information that is displayed and allowed for edit is configurable through HRA setup.
- Assignments – Lists an employee's past, current, and future assignments. May hide non-manual calendars, depending on setup.
- Credentials – Lists an employee's credentials. Does not include archived records.
- Education – Lists an employee's education records, including degrees, trainings, licenses, units, EL authorizations and assignment options.
- Requirements – Lists an employee's requirements, including TB Expiration, Concussion Training, etc.

## My Benefits

- Leave balances – Shows the leave balances that a district has chosen to display.
- Leave uses – Shows the leave transactions for the balances shown, including pending transactions.
- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.
- Dependents – Shows minimal information from the active dependent records for the employee, including medical flag for ACA purposes.



## Documents

- New Documents – Displays documents for employee review. Includes response lookups, as appropriate.
- Document Repository – Displays a history of documents to which the employee has responded.



**Tips:**

- *If you are idle in the portal for over 10 minutes, you will be prompted to sign in again.*
- *Queue Time out is 15 minutes, at that point you will need to reselect the activity.*