

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, please log in as follows:

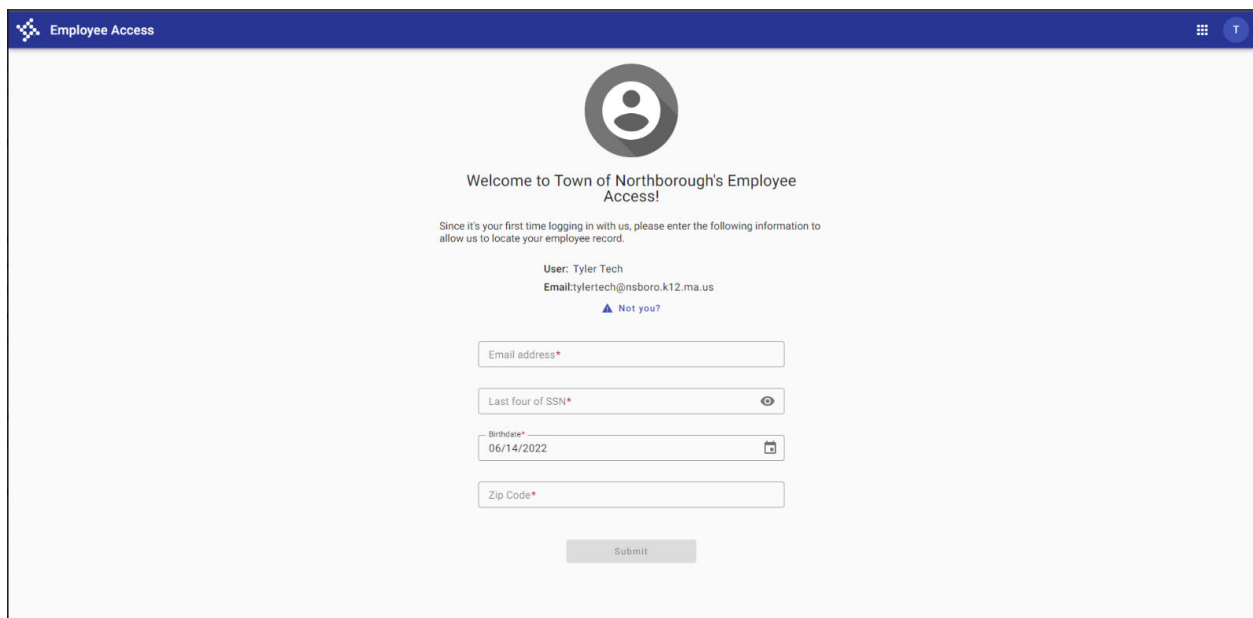
Northborough - <https://townofnorthboroughma.tylerportico.com/tesp/employee-selfservice/>

Southborough - <https://southboroughpsma.tylerportico.com/tesp/employee-selfservice/>

Region - <https://nsrsdma.tylerportico.com/tesp/employee-selfservice%09Employee>

The username and password are the user's email address and network password for the district.

On the first log in to the new site, users must enter the last 4 digits of their social security number, date of birth, and home address zip code to confirm their identity.



Employee Access

Welcome to Town of Northborough'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: Tyler Tech
Email: tyler.tech@nsboro.k12.ma.us
▲ Not you?

Email address*

Last four of SSN*

Birthdate*
06/14/2022

Zip Code*

Submit



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 is divided into several sections:

- Header:** 'Employee SelfService' logo, user name 'Anna Mull', and address '111 Test St., Chandler AZ 85225'. A notification says 'Welcome back Anna Mull!' and 'You have 2 announcements to review'. Leave balances are shown: 'Classified Personal Leave: 3 Days Available' and 'Classified Sick Leave: 10.25 Days Available', each with a 'Request leave' button.
- Left Navigation:** My Dashboard, Employee Profile, Pay & Tax, Tasks & Documents, Time Off, Time Entry, Benefits.
- 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:** A table with columns for Date, Take Home Pay, and Gross Pay.

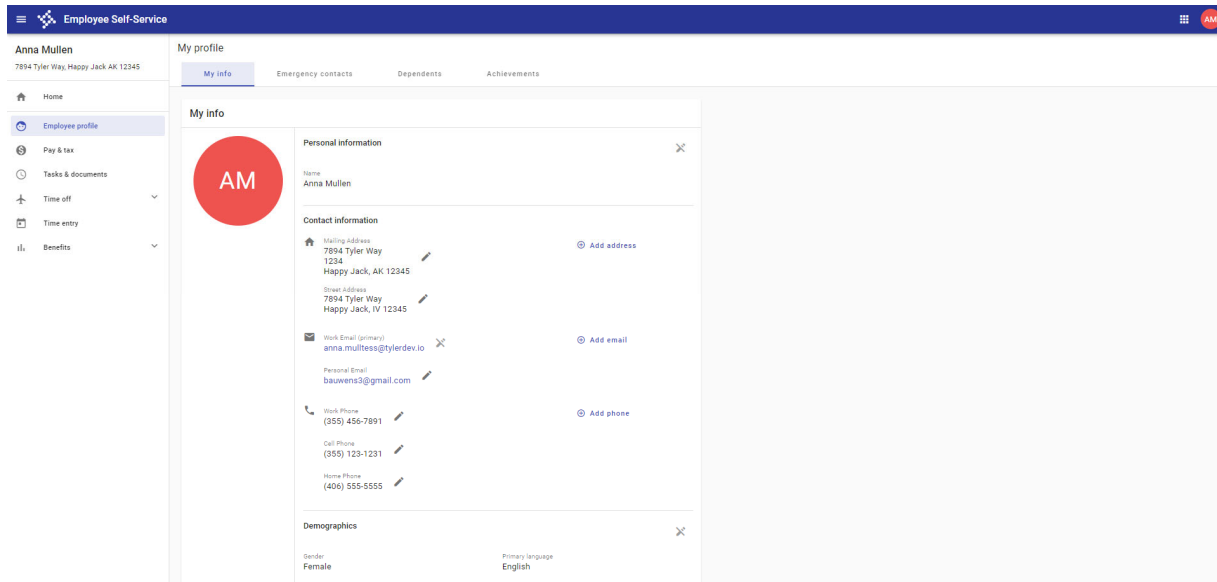
| Date | Take Home Pay | Gross Pay |
|------------|---------------|-----------|
| 01/10/2020 | 1086.00 | 1200.00 |
| 12/27/2019 | 1075.00 | 1180.00 |
| 12/13/2019 | 1075.00 | 1180.00 |
- Resources:** Expense Reimbursements.
- Upcoming time off:** A list of 7 items in progress:
 - Classified Vacation 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

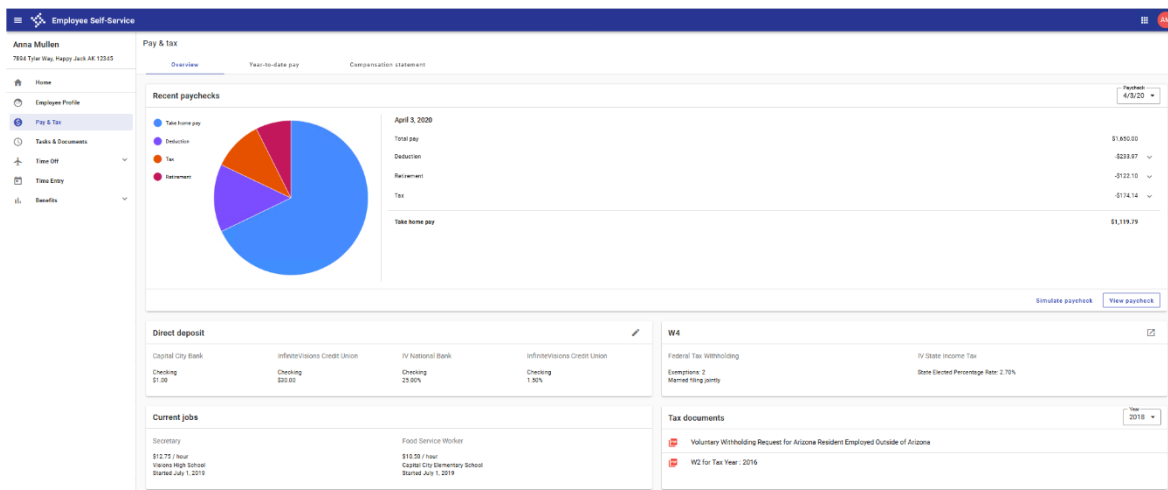


Pay & Tax

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



Please contact Support with any additional questions you may have at 1-800-775-5556.

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