

## User Guide: Employee Access

Employee Access is Mapleton's new Employee Self Service application that provides offers a user-friendly interface and enhanced security.

To access Employee Access:

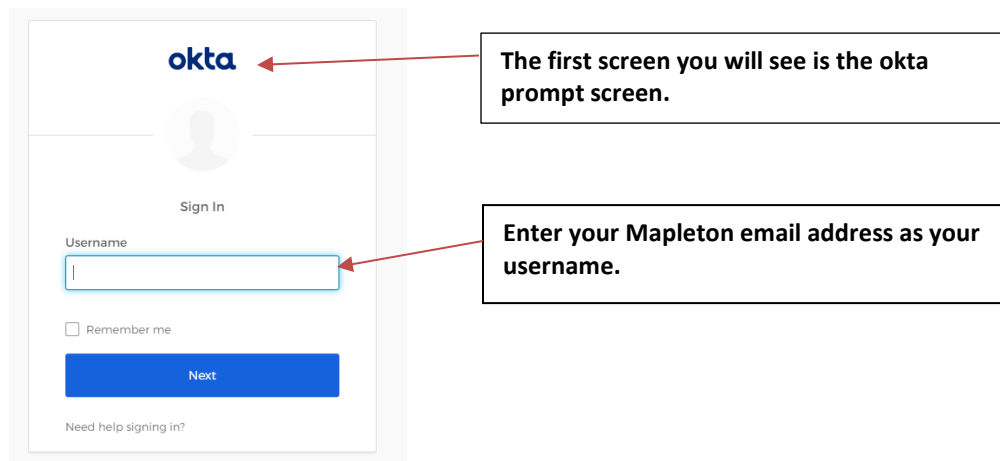
- Visit [www.mapleton.us](http://www.mapleton.us)
- Select the Employee tab
- Select IVision New Employee Access Portal

Or, to access the site directly, visit

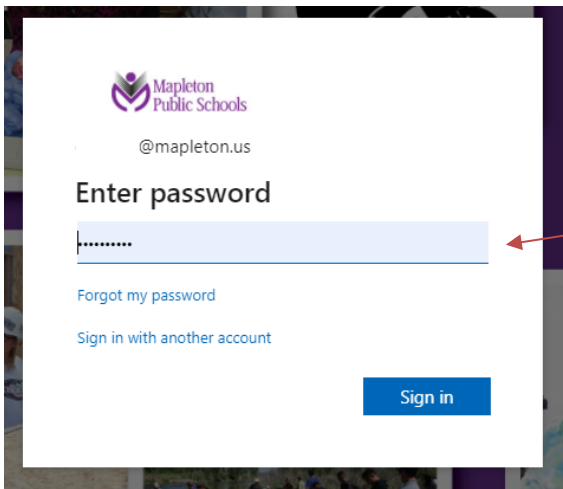
<https://mapletonpublicschoolsco.tylerportico.com/tesp/employee-selfservice/home>.

Your username is your Mapleton email address (Name@mapleton.us).

Your password is your standard computer login password.

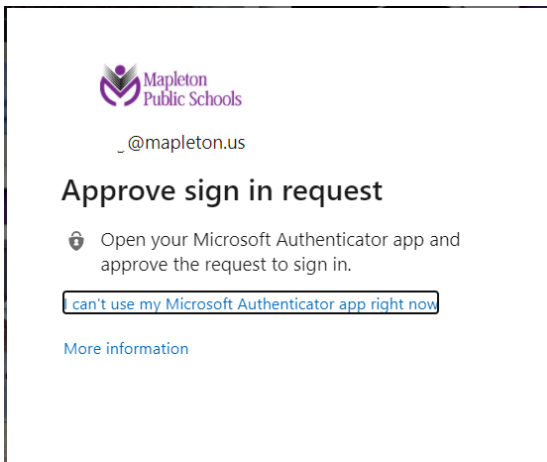


Next, you will be directed to your Microsoft Office 365 sign in screen.



Enter your standard district password.

If you are outside of the district, you may be asked to verify your request from Microsoft 365.



**Please note: The first time you access the new Employee Access portal, you will be asked to enter the following information to confirm your identity:**

- Your Mapleton email address
- The last four digits of your social security number
- Your date of birth
- Your home zip code

Employee Access

https://mapletonpublicschoolsco.tylerportico.com/tesp/employee-selfservice/register

Welcome to Mapleton Public Schools'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 Service  
Email: tyler@mapleton.us

[Not you?](#)

Email address\*

Last four of SSN\*

Birthdate\*  
10/29/2021

Zip Code\*

Submit

Mapleton email address.

The last four digit of your SSN

Date of birth

Home zip code

## Employee Access Overview

### My Dashboard

My Dashboard provides at-a-glance information, including district announcements and links to important resources.

Employee SelfService

Welcome back Anna Mull!

You have 2 announcements to review

Classified Personal Leave  
3 Days Available  
[Request leave](#)

Classified Sick Leave  
10.25 Days Available  
[Request leave](#)

Announcements (2)

12/26/2019  
**Welcome to TESS**  
This is a test of the TESS announcements system.

01/27/2019  
**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	\$2,100.00	\$2,100.00
12/27/2019	\$2,100.00	\$2,100.00
12/13/2019	\$2,100.00	\$2,100.00

[View all](#)

Resources

[Expense Reimbursements](#)

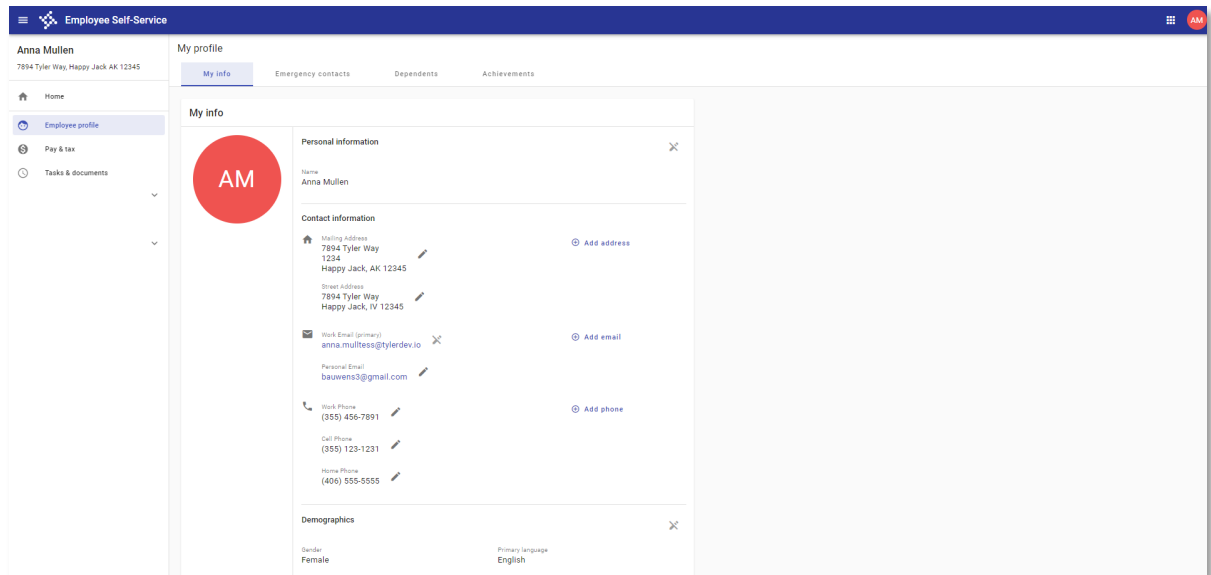
Upcoming time off

In Progress (7)

Classified Vacation Fri 03/13/2020	0.50 day(s)	<a href="#">Details</a>
Classified Personal Leave Mon 03/16/2020	1.00 day(s)	<a href="#">Details</a>
Classified Vacation Wed 03/18/2020	1.00 day(s)	<a href="#">Details</a>
Classified Vacation Thu 03/19/2020	1.00 day(s)	<a href="#">Details</a>
Classified Vacation Fri 03/20/2020	1.00 day(s)	<a href="#">Details</a>
Classified Vacation Thu 03/26/2020	1.00 day(s)	<a href="#">Details</a>
Classified Personal Leave Thu 03/26/2020	1.00 day(s)	<a href="#">Details</a>

## Employee Profile

Employee Profile allows you to view your contact information on file with Mapleton. You may also edit your information as needed. Additional tabs allow you to add and maintain emergency contact information, dependents, and view education and certification information.



## Pay & Tax

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the paycheck simulator and PDF copies of pay stubs.

Pay & Tax is also where you may:

- View and update your direct deposit information on file
- View and update W4 information
- Access W2 documentation
- View your job information

Additional tables also provide access to calendar year-to-date pay information as well as compensation statements.


Employee Self-Service

Anna Mullen  
7884 Tyler Way, Happy Jack AZ 12345

Pay & Tax

Overview Year-to-date pay Compensation statement

Recent paychecks



April 3, 2020

Total pay	\$1,650.00
Deduction	-\$233.97
Retirement	-\$122.10
Tax	-\$174.14
Take home pay	\$1,119.79

Direct deposit

Capital City Bank	Infiniti/Visions Credit Union	IV National Bank	Infiniti/Visions Credit Union
Checking \$1.00	Checking \$20.00	Checking 25.00%	Checking 1.50%

W4

Federal Tax Withholding Exemptions: 2 Married filing jointly	IV State Income Tax State Exempt Percentage Rate: 2.70%
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Current jobs

Secretary \$12.75 / hour Visions High School Started July 1, 2019	Food Service Worker \$10.50 / hour Capital City Elementary School Started July 1, 2019
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Tax documents

- Voluntary Withholding Request for Arizona Resident Employed Outside of Arizona
- W2 for Tax Year: 2016

## Time Off

The Time Off menu allows you to view your time off history in detail. You can also view all of your accruals.

Time off history

Show accruals breakdown

Type	Available	Available Today	Start of Year Balance	Earned this Year	Taken this Year	Pending Requests	Approved R
0108 CLASSIFIED 260 DAYS days	0.00 as of 09/17/2007						
0201 VACATION days	0.00 as of 03/07/2005						
0301 BEREAVEMENT days	0.00 as of 09/17/2007						
0401 JURY DUTY days	0.00 as of 09/17/2007						
0801 FMLA days	0.00 as of 09/17/2007						
1101 TRADE days	0.00 as of 09/17/2007						

2022 history

Year 2022

Accrual Type	Transaction Type	Date(s)	Amount	Specific Use	Comments
0108 CLASSIFIED 260 DAYS	Used	12/29/2021 - 12/29/2021	0.00		<a href="#">View comment</a>