

## Employee Web Portal & Timesheets (Payroll)

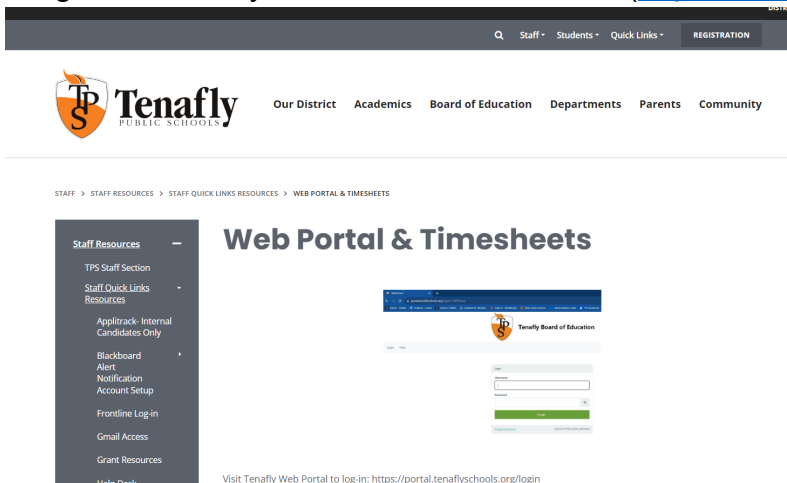
As an employee of Tenafly Board of Education, you now have access to the Payroll Employee Portal.

The Payroll Employee Portal is a website that enables you as a Tenafly Employee to easily view and access Paystubs, W2's, 1095's and Attendance overview.

The Employee Payroll Portal can be easily accessed 24/7 and from any Internet – enabled handheld device or computer.

### How to access the portal:

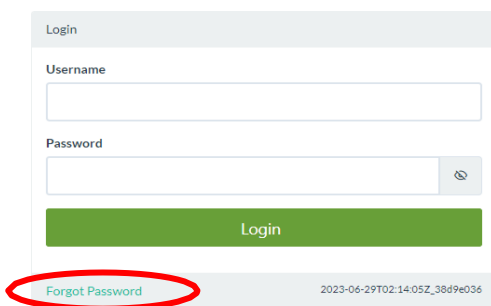
Log onto: Tenafly Public School website at (<https://www.tenaflyschools.org> )



The screenshot shows the Tenafly Public Schools website. At the top, there is a navigation bar with 'STAFF', 'Students', 'Quick Links', and 'REGISTRATION'. Below this is the Tenafly Public Schools logo and a main navigation menu with items like 'Our District', 'Academics', 'Board of Education', 'Departments', 'Parents', and 'Community'. A secondary navigation bar shows 'STAFF > STAFF RESOURCES > STAFF QUICK LINKS RESOURCES > WEB PORTAL & TIMESHEETS'. On the left, a 'Staff Resources' sidebar lists various links. The main content area is titled 'Web Portal & Timesheets' and features a login form with fields for 'Username' and 'Password', and a 'Login' button. A link for 'Forgot Password' is visible at the bottom left of the login form.

For your initial logon select:

- STAFF** on the top bar
- Click **Staff Resources**
- On the left side under **Staff Quick Link Resources**
- Click **Web Portal & Timesheets**



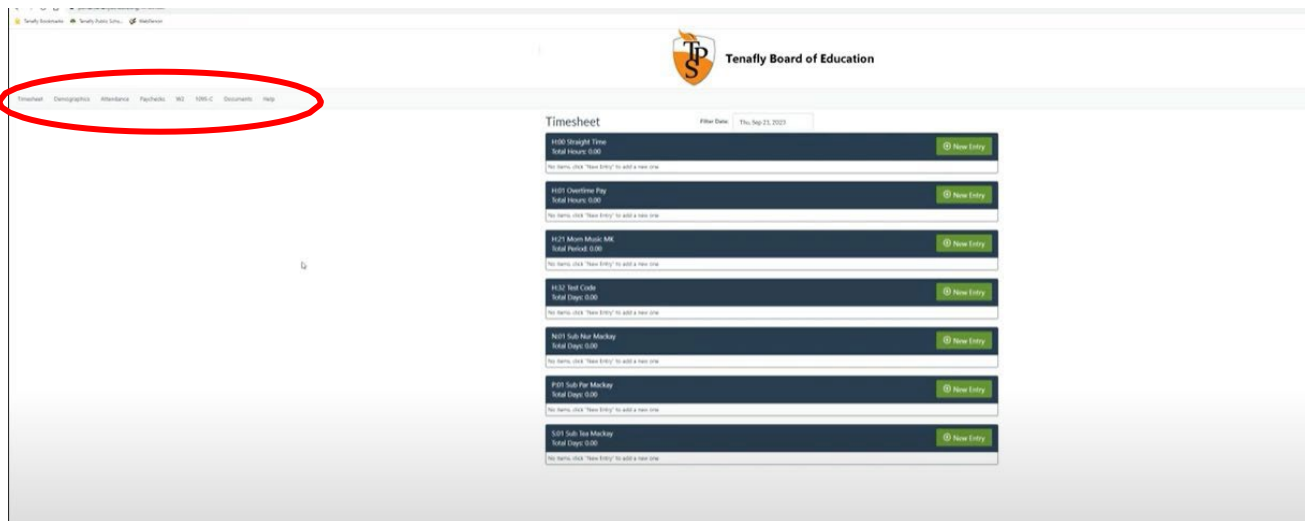
The screenshot shows a 'Login' form with two input fields: 'Username' and 'Password'. Below the fields is a green 'Login' button. At the bottom left of the form, the text 'Forgot Password' is circled in red. At the bottom right, there is a timestamp: '2023-06-29T02:14:05Z\_3849e036'.

- Enter the **Username**
- \*Your username is your Tenafly email address**
- \*Leave the password field blank**
- and click **Forgot Password**

Retype your username & click the green box “Reset Password Token”  
The Portal will send you an email with a Password link  
You may then create your new password and select “Change Password”  
Log back in by selecting “Log in” and use your new credentials

## What you will find

The Web portal including the **8** tabs below at the top of your screen. This is a view of the Timesheet tab. If the timesheet tab does not apply to you, then you will see 7 tabs at the top of your screen.



1. **Timesheet Tab** (if applicable to you) - Screen with historical voucher submission codes. If relevant, this is where you would input your time.
2. **Attendance Tab**- vacation, sick days, and other granted time pulled from Frontline.
3. **Demographics Tab** – Data stored within the Payroll/Personnel System.  
**This information should match Frontline. If anything is different, please reach out to the HR department to correct.**
4. **Paychecks Tab** – All payroll stubs from 7/15 are available even though emails go out with the paystubs each payroll.
5. **W2**- Not available currently, but historical W2s will be available and stored there as we use this at the end of the calendar year.
6. **1095-C** - Not available currently, but historical 1095-Cs will be available and stored there as we use this at the end of the calendar year.
7. **Documents** – any other documents that need to be communicated. Nothing there now.
8. **Help** – information to assist with any issues.

## Time Sheet Tab Guidelines

- a. Hit "New Entry"
- b. Date will appear
- c. Enter Hours/Days/Sessions/etc.
- d. **Mandate in the Comment Field** are the dates earned if entering total number of hours/days/sessions, etc. Otherwise
- e. Can enter one entry add a time after hitting or multiple entries within that code (i.e. individual days/hours, etc. or cumulative. Must put information in the Comment Field. **(Entries should be entered only within the payroll period following the payroll calendar.)**
- f. Save
- g. Approver will be notified to review/approve timesheet information.
- h. Directly feeds into Payroll for Linda Graziosi to review in finalizing payroll.

**Note: If need to be added to web timesheet feature, call board office at ext. 4518**