

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.

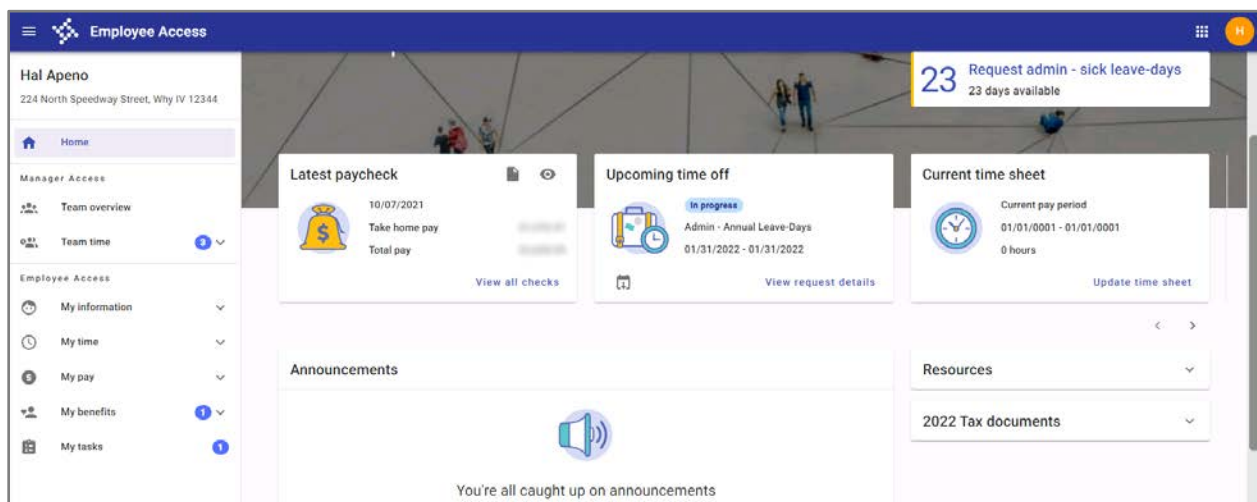
To access, please log in to <https://campbellctsd1wy.tylerportico.com/tesp/employee-selfservice/> The username and password are the user's email address and network password for the district.

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 zip code to confirm their identity.

Employee Access Overview

My Dashboard

Use the Home Page to view at-a-glance information, including District Announcements and links to important Resources.



Home Page

My information

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.

The screenshot shows the 'Employee Access' interface. The top navigation bar includes a menu icon and the text 'Employee Access'. Below this, the user's name 'Hal Apeno' and address '224 North Speedway Street, Why IV 12344' are displayed. A sidebar on the left contains navigation options: Home, Manager Access (Team overview, Team time), and Employee Access (My information, Profile, My time, My pay, My benefits, My tasks). The main content area is titled 'Profile' and has tabs for 'My info', 'Emergency contacts', 'Dependents', and 'Achievements'. The 'My info' tab is active, showing a profile picture of Hal Apeno and sections for 'Personal information' (Name: Hal Apeno, Employee number: AP88828), 'Contact information' (Mailing Address, Street Address, Work Email, Work Phone, Cell Phone, Home Phone), and 'Demographics' (Gender: Male, Primary language: English, Hispanic or Latino: No). Each contact field includes an edit icon and an 'Add' button.

Profile page



Pay & tax information

The Pay & tax information page provides an expandable visual representation of the user's paycheck, a Paycheck Simulator, and PDF copies of pay stubs.

Use the Pay & tax information page 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.

The screenshot shows the 'Employee Access' interface for Hal Apeno. The main content area is titled 'Pay & tax information' and includes tabs for 'Overview', 'Year-to-date pay', and 'Compensation statement'. The 'Overview' tab is active, displaying a 'Recent paychecks' section with a pie chart and a table for the paycheck dated October 7, 2021. The pie chart shows the breakdown of the paycheck: Take home pay (blue), Tax (orange), Deduction (purple), and Retirement (red). The table lists the following amounts: Total pay (\$2,428.09), Deduction (-\$210.21), Retirement (-\$179.68), Tax (-\$461.23), and Take home pay (\$1,576.97). Below the pie chart is a 'Paycheck history' section with a 'Simulate paycheck' button and a 'View paycheck' button. The 'Direct deposit' section shows 'Visions State Bank' with 'Checking' and 'Remaining' options. The 'W4' section displays 'Federal Tax Withholding' (Tax Status: Married filing jointly, Additional Withholding: \$30.00) and 'IV State Income Tax' (State Elected Percentage Rate: 28.80%). The 'Current jobs' section lists 'Principal Elem' at 'Capital City Elementary School' with a salary of '\$52,890.00 / year' and a start date of 'July 20, 2021'. The 'Tax documents' section shows 'Year 2022' and a message: 'You don't have any 2022 tax documents'.

Pay & tax information page



My Tasks

Use the My tasks page to approve contracts and tasks, add forms (if applicable), view completed tasks, and view documents associated with your employee record.

The screenshot shows the 'Employee Access' interface. On the left is a navigation sidebar with sections for 'Manager Access' (Home, Team overview, Team time) and 'Employee Access' (My information, My time, My pay, My benefits, My tasks). The main content area is titled 'My tasks' and has tabs for 'Tasks', 'Documents', and 'Forms'. The 'Documents' tab is active, displaying a table with the following data:

Title	Date added ↑	Actions
FY2021 Contract	03/31/2022	
FY2021 Contract	03/31/2022	
FY2021 Contract	03/05/2022	
I-9	04/29/2021	
Resume	04/29/2021	
W4 Tax Information	04/29/2021	
FLSA Document	04/29/2021	

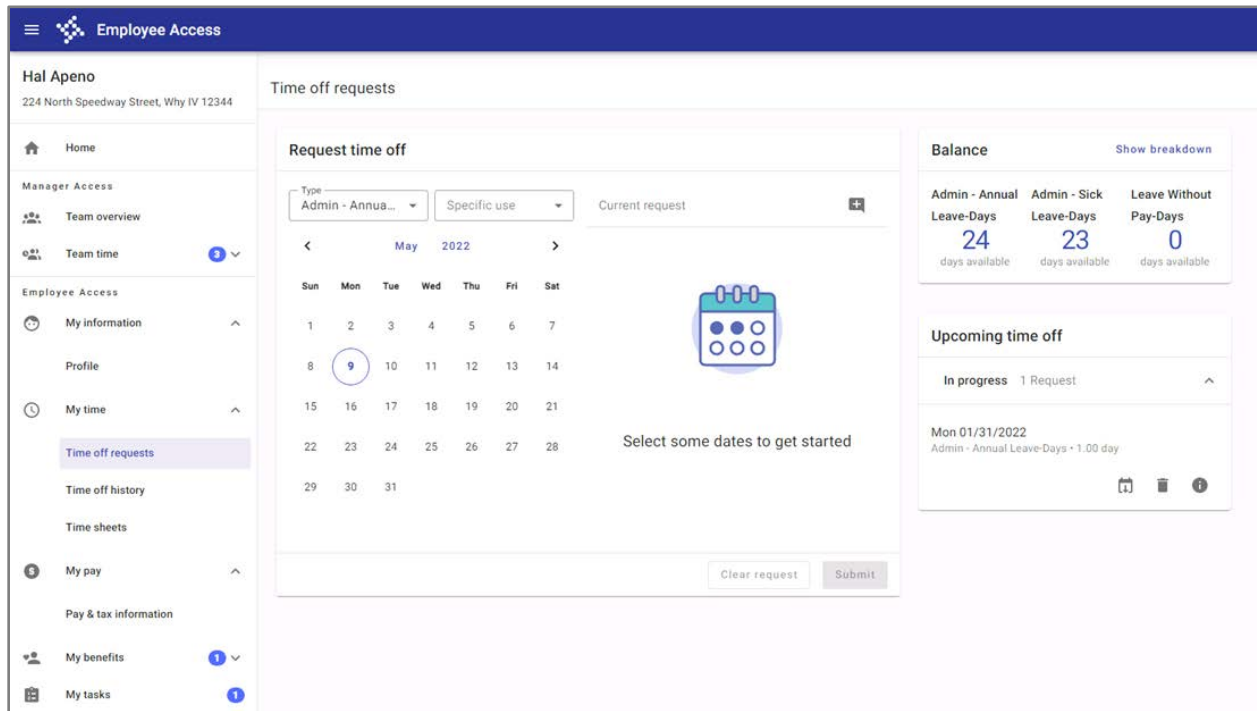
At the bottom right of the table, there is a pagination control showing 'Rows per page: 15' and '1-7 of 7' with navigation arrows.

My tasks page



My time

Use the Time off requests menu to request time off in the Requests window or view detailed transactions in the Transaction window.



Time off requests page

Follow the instructions below to request time off:

1. Select the Leave Plan from the **Type** dropdown.
2. Select the reason from the **Specific Use** dropdown, if applicable.
3. Select the dates of the request using the calendar. As dates are selected, they populate to the right of the calendar.
4. Select the Edit icon next to the desired dates to adjust days or hours as needed.
5. To split a day between 2 separate Leave Plans, select the **Edit** icon and select Add Request to split the time.
6. Enter any desired information in the **Comments** field.
7. Click **Submit** to submit the request.



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

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