



PANAMA-BUENA VISTA  
UNION SCHOOL DISTRICT

## P-BVUSD Employee Access Website User Guide

### Overview

#### **What is the Employee Access (EA) website?**

A secure website that provides you instant access to your personal HR data

### Frequently Asked Questions

#### **How do I access the EA website?**

1. Go to: district website click on “Menu”, select “Staff” and then “Employee Access” on the District home page.

#### **What can I do on the EA website?**

- PERSONAL INFORMATION
  - [Change Address](#), [Phone Number](#), [Alt Email](#), and [Emergency Contact](#) – View and update your personal address, telephone number, Alternate Email and Emergency Contact.
  - **Note – Personal Information changes take effect on the next business day.**
- PAY AREA
  - Monthly Check Details
  - Year to Date Information
  - Previous year’s W-2
- **Is my information safe?**

P-BVUSD takes every precaution to protect your personal information. Your social security number is not displayed anywhere on the ESS website.
- **When can I access the EA Website?**

The EA website is available 24/7. Please note that brief maintenance windows may occur.
- **What if I have trouble logging in?**

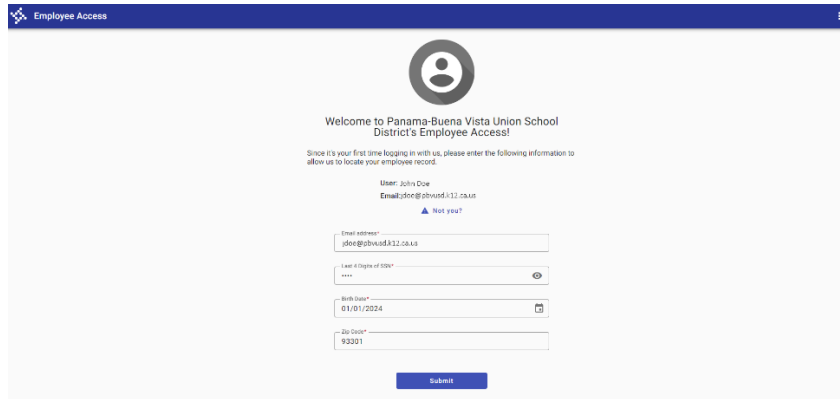
Please contact IT Help Desk at [support@pbvusd.k12.ca.us](mailto:support@pbvusd.k12.ca.us) or use the ITSA Ticket System.

## User Registration

1. Employees will need to register themselves, providing key pieces of personal information to confirm their identity. This helps preserve user's privacy, ensuring that the right employee is accessing the right Employee Access profile.

The registration process is very simple, the employee will need to access the Employee Access URL, when it's the user's first-time accessing Employee Access they'll get this registration screen.

- a. Enter your P-BVUSD district email address follow by key personal information.

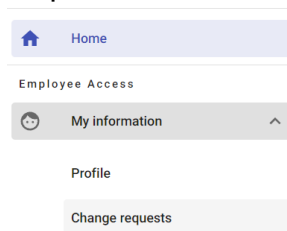


The screenshot shows the 'Employee Access' registration page. At the top, there is a blue header with the text 'Employee Access'. Below the header is a circular icon containing a person silhouette. The main heading reads 'Welcome to Panama-Buena Vista Union School District's Employee Access!'. A sub-heading states: 'Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.' The form fields are as follows: 'User: John Doe' and 'Email: jdoe@pbvUSD.k12.ca.us' are displayed above the input fields. There is a link that says 'Not you?'. The input fields are: 'Email address\*' with the value 'jdoe@pbvUSD.k12.ca.us', 'Last 4 Digits of SSN\*' with masked characters '\*\*\*\*', 'Birth Date\*' with the value '01/01/2024', and 'Zip Code\*' with the value '92001'. A blue 'Submit' button is located at the bottom of the form.

## Change Personal Information

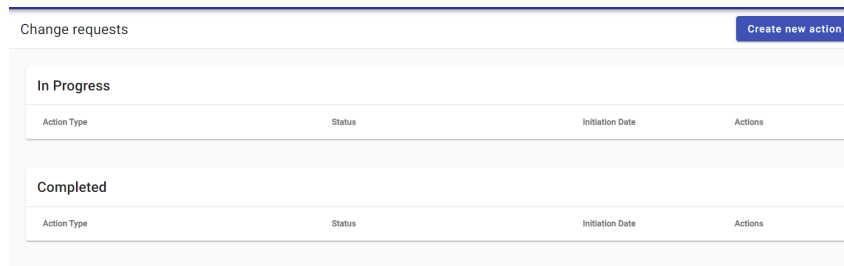
1. Change Home Address

- a. Select My information to expand the drop-down arrow on the left side of the screen Menu and click on Change request

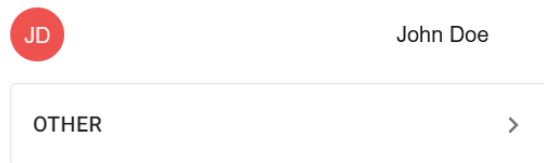


The screenshot shows a navigation menu for 'Employee Access'. At the top is a 'Home' button with a house icon. Below it is the 'Employee Access' header. The 'My information' menu item is selected and expanded, showing a sub-menu with 'Profile' and 'Change requests' options.

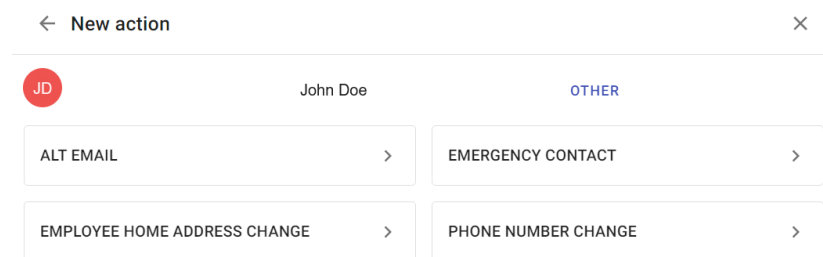
b. Next, select Create new action button on the right side of the screen under Change request



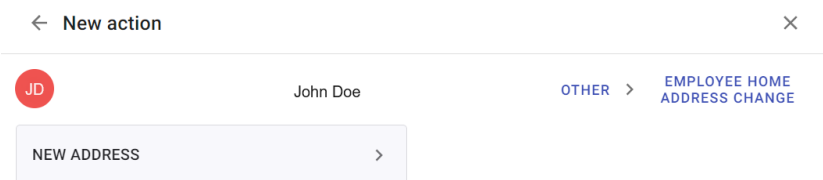
c. Under New action pop-up screen – click OTHER  
New action



d. Select Employee Home Address Change in New action



e. Click NEW ADDRESS



- f. Enter address change. Review change address and click Submit for processing. Submit only one address change within a 24-hour period.

The screenshot shows a mobile application interface for a 'New action' form. At the top, there is a back arrow, the text 'New action', and a close 'X' button. Below this is a user profile section with a red circular icon containing 'JD', the name 'John Doe', and a breadcrumb trail: 'OTHER > HOME ADDRESS > NEW ADDRESS'. The main heading is 'Enter Address Change and Submit for Processing'. The form contains five input fields: 'Line 1\*' with the value '511 Old Road', 'Line 2' (empty), 'City\*' with 'BAKERSFIELD', 'State\*' with 'CA', and 'ZIP\*' with '93301'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

## 2. Change Phone Number

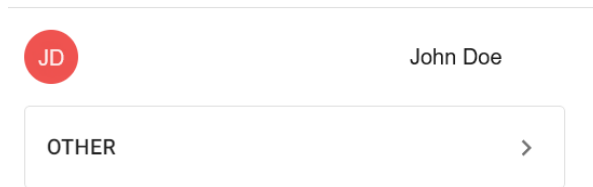
- a. Select My information to expand the drop-down arrow on the left side of the screen Menu and click on Change request

The screenshot shows a mobile application menu. At the top is a 'Home' button with a house icon. Below it is the 'Employee Access' section, which includes a 'My information' button with a person icon and a downward-pointing arrow. Underneath 'My information' are two options: 'Profile' and 'Change requests'.

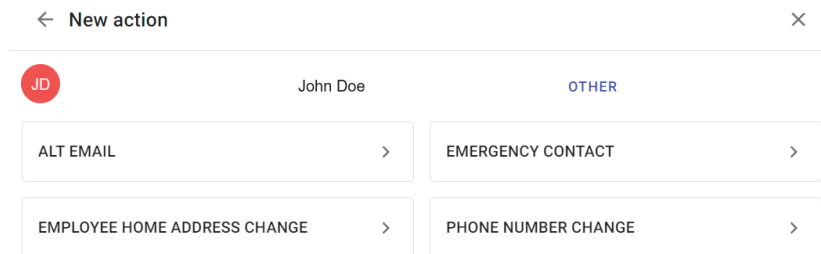
- b. Next, select Create new action button on the right side of the screen under Change request

The screenshot shows the 'Change requests' screen. At the top right, there is a blue button labeled 'Create new action'. The screen is divided into two sections: 'In Progress' and 'Completed'. Each section contains a table with four columns: 'Action Type', 'Status', 'Initiation Date', and 'Actions'. The 'In Progress' section has one row, and the 'Completed' section has one row, both of which are currently empty.

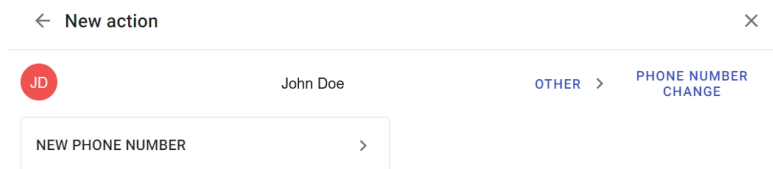
- c. Under New action pop-up screen – click OTHER  
New action



- d. Select Phone Number Change in New action



- e. Click NEW PHONE NUMBER



- f. Select the Phone Type you want to update from the Phone Type drop down list (Home Phone or Cell Phone). Once you have selected and change the Phone Type – make sure to mark (check box) which Phone Type is the primary phone. Review the Phone Type changes and click submit.

← New action ×

JD John Doe OTHER > PHONE NUMBER CHANGE > NEW PHONE NUMBER

Employee Phone Number and Type

Employee Phone Number Change 1 🗑️ ^

Phone Type\*  
HOME PHONE ▾

Phone Number\*  
6611110000

Employee Telephone Primary Phone

+ Add EMPLOYEE PHONE NUMBER CHANGE

Cancel Submit

### 3. Change Alt Email

- a. Select My information to expand the drop-down arrow on the left side of the screen Menu and click on Change request

🏠 Home

Employee Access

👤 My information ^

Profile

Change requests

b. Next, select Create new action button on the right side of the screen under Change request


Change requests Create new action

In Progress			
Action Type	Status	Initiation Date	Actions

Completed			
Action Type	Status	Initiation Date	Actions


c. Under New action pop-up screen – click OTHER  
New action

 John Doe

OTHER >

d. Select Alt Email in New action

< New action ×


 John Doe OTHER

ALT EMAIL > EMERGENCY CONTACT >

EMPLOYEE HOME ADDRESS CHANGE > PHONE NUMBER CHANGE >

e. Click New Alternate Email

< New action ×

 John Doe OTHER > ALT EMAIL

NEW ALTERNATE EMAIL >

f. Enter a new or update an Alt Email. Review the Alt Email changes and click submit.

The screenshot shows a web interface for a 'New action'. At the top left, there is a back arrow and the text 'New action'. At the top right, there is a close 'X' icon. Below this, a user profile is shown with a red circular icon containing 'JD' and the name 'John Doe'. To the right of the name is a breadcrumb trail: 'OTHER > ALT EMAIL > NEW ALTERNATE EMAIL'. Below the breadcrumb, the text 'Please Change or Enter a Alt Email' is displayed. A text input field is present with the label 'Alt Email' and the value 'jdoe@gmail.com'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

#### 4. Change Emergency Contact

a. Select My information to expand the drop-down arrow on the left side of the screen Menu and click on Change request

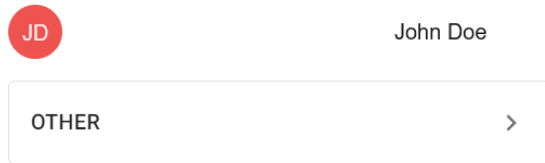
The screenshot shows a navigation menu. At the top is a 'Home' button with a house icon. Below it is the section 'Employee Access'. Under 'Employee Access', there is a 'My information' button with a person icon and a drop-down arrow. Below 'My information', there are two options: 'Profile' and 'Change requests'.

b. Next, select Create new action button on the right side of the screen under Change request

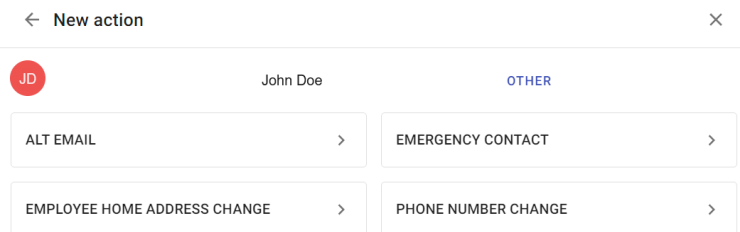
The screenshot shows a table titled 'Change requests'. At the top right of the table, there is a 'Create new action' button. The table is divided into two sections: 'In Progress' and 'Completed'. Each section has a table with columns for 'Action Type', 'Status', 'Initiation Date', and 'Actions'.



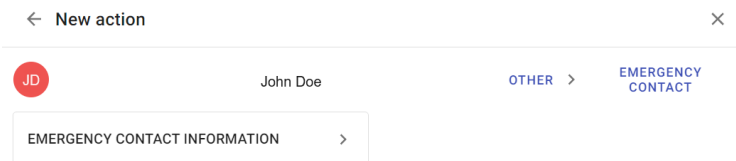
- c. Under New action pop-up screen – click OTHER  
New action



- d. Select Emergency Contact in New action



- e. Click New Emergency Contact Information



f. Enter a new or update an Emergency Contact. Review the Emergency Contact changes/updates and click submit.

← New action ×

JD John Doe OTHER > EMERGENCY CONTACT > EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION

Emergency Contact 1 🗑️ ^

EMERGENCY CONTACT NAME\* Jane Doe

RELATIONSHIP\* SPOUSE

TELEPHONE NUMBER\* 6611112222

ADDRESS 511 Old Road

Cancel Submit