Employee Information System (EIS)

Welcome to the Employee Information System (EIS) user training manual. EIS ensures that pertinent information is readily available and allows users to view detailed wage and tax statements, manage leave balances, and update specific demographic information, if applicable.
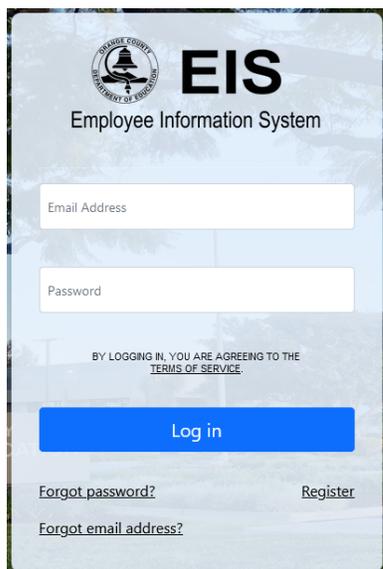
Login/Registration

To log in (Current User) or register (New User) for EIS, open a web browser and go to the following address: https://my.ocdeapps.us/. You may also access EIS through your mobile device by visiting the App Store and downloading OCDE EIS.

- Registering for EIS (New User)

  Before registering, ensure the following information is available:

  - 10 Digit Employee ID
    (If the Employee ID is unknown, please contact the district Payroll Department).
  - The last four digits of the user's Social Security Number
  - Date of Birth
  - Valid Email Address (It is required by that users **utilize non-work email address**).
    1. Once the welcome screen comes up, click the "**Register**" link:
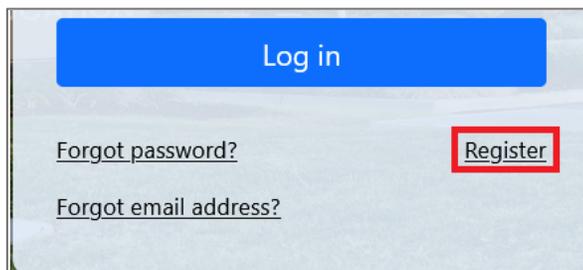
2. Next, the registration form will be displayed. Fill out all sections using the information gathered above.

REGISTER

Basic Info

Employee ID

Last 4 Digits of SSN

mm/dd/yyyy

Log-In

Recommended to use non-work email address

Email Address

Confirm Email Address

Password

- No spaces, apostrophes, or commas
- 14 characters minimum
- Please use 3 of the following 4 criteria:
    - Number
    - Special character (ie. ! @ # $ % & *)
    - Upper case
    - Lower case

Confirm Password

BY REGISTERING, YOU ARE AGREEING TO THE TERMS OF SERVICE.

Submit

- Ensure the password adheres to the following requirements:

- No spaces, apostrophes, or commas
- 14 characters minimum
- Please use 3 of the following 4 criteria:
    - Number
    - Special character (ie. ! @ # $ % & *)
    - Upper case
    - Lower case

- A user agrees to the EIS Notice and Terms of Service by registering. These will be displayed by clicking the hyperlink below.

BY REGISTERING, YOU ARE AGREEING TO THE
TERMS OF SERVICE.
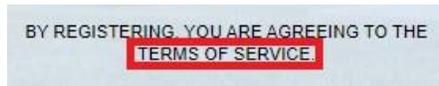
3. Read the terms and then click the blue **Submit** button, and the user can progress to the two-factor authenticator setup detailed below.

BY REGISTERING, YOU ARE AGREEING TO THE
TERMS OF SERVICE

Submit
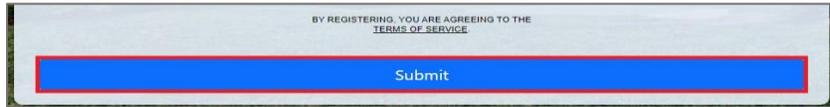
Two-factor Authentication (2FA)

Two-factor authentication (2FA) is an extra layer of protection essential for securing our user's sensitive personal information.

- During registration, a user will set up a two-factor authenticator device.
- After setting up a device, the system will confirm the user's device by requiring an authentication code.
- Once the device is verified, the user will receive 8 unique recovery codes on the screen.
  Please note that <u>each user must save these recovery codes</u> to regain account access if their 2FA device changes. OCDE advises saving a screenshot or copying and pasting these codes securely. Once saved, select "**I've saved it.**"

TWO-FACTOR RECOVERY CODES

Your account recovery codes. You will use this to regain access to your account if you no longer have access to your registered two factor device.

Please keep this information safe. We will not show you this code again.

RKPVR-3N

RF46N-T2

JC63Q-HT

K82KX-P9

XPHJV-JR\

JYR4P-YK:

X663K-NW

9D3WP-PV-

I've saved it
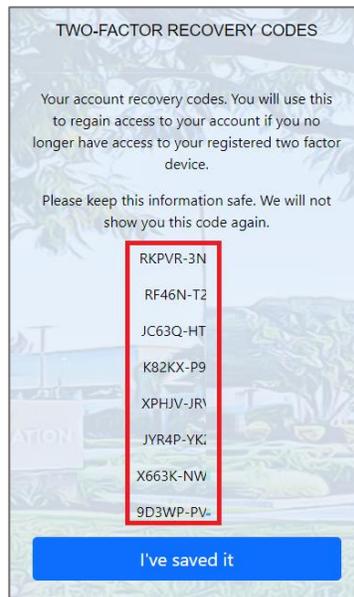
- Each time users log into EIS, they will be asked to provide the 2FA. Users can select to receive a text or call to their authentication device.
- If the user cannot access their 2FA device, they can select "Login using recovery code." Each of the eight Two-Factor Recovery Codes can be used one time only.
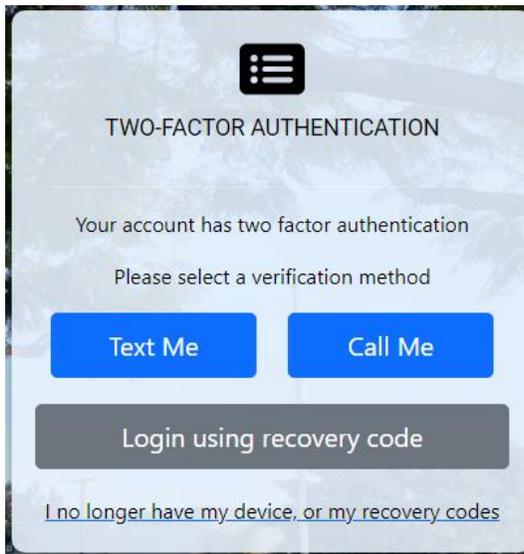
- Once notified, enter the code and select "**Verify**" to log in.
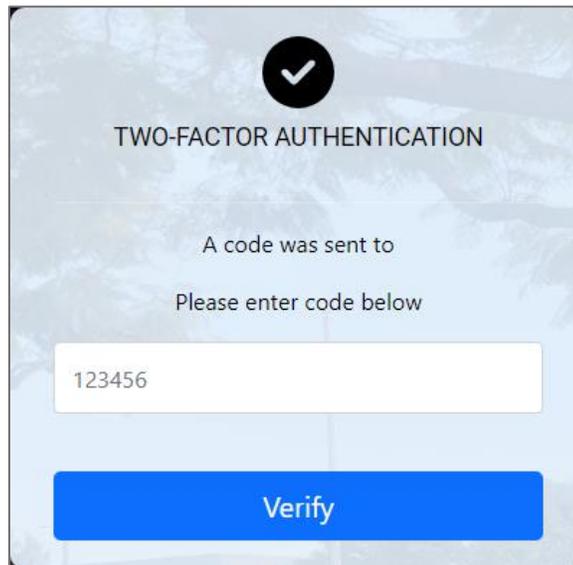
Home

The EIS home screen displays Payroll History and Leave Balances for quick access to data such as Pay Stubs and detailed absence information for those districts utilizing our Time and Attendance application.

- Multiple Districts

  If an employee has been employed in more than one Orange County School District, use the dropdown on the Home Screen below to select the appropriate District.
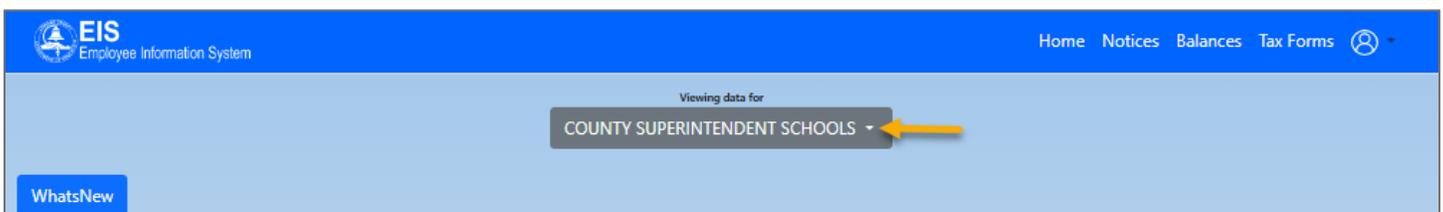
Notices

For districts utilizing the Notices screen in EIS, posted district forms and notices are available to view.
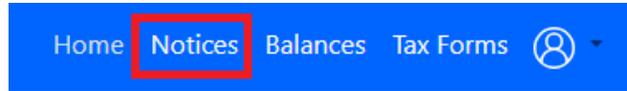
Current notices are posted at the top of the screen. After reading, clicking "Next" allows the employee to state that they have read, understood, and acknowledged the receipt of the notice. Once all notices have been viewed, the employee will click "Submit."

Past Notices can be viewed by clicking the "View" button under the Actions column.

Past Notices
This is a list of notices you've acknowledged

Notice Name	Date Acknowledged	Actions
Annual Notice Memo.pdf	8/23/2022	View
Alcohol, Drug, and Tobacco Policy.pdf	8/23/2022	View

Balances

Located on the Balances screen in EIS are the Payroll History (Pay Stubs) and Leave Balances (Time and Attendance).

- Leave Balances
  Select "**Leave Balances**" on the left side of the screen to display the screen.

- The balances screen defaults to the current fiscal year (July- June). It can be changed by selecting a different year via the dropdown in the upper right side of the screen.

Leave Balances 2023-2024 ▼ ▾

Please click on a specific type to display the details
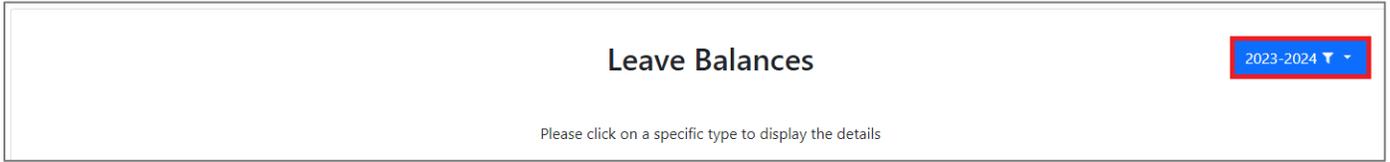
- The time and attendance balances are grouped by type. Within each type, there is a column for:
  - Begin: Beginning balance at the beginning of the fiscal year. i.e., July 1st.
  - Earned: Events for any earned benefit. i.e., 40 hours of vacation earned.
  - Taken: Events for any used benefit. i.e., 8 hours of vacation taken.
  - End: Ending balance for the current fiscal year.
- Rows can be extended by type to see a list view of that event.

Leave Balances 2023-2024 ▼ ▾

Please click on a specific type to display the details

	Type	Begin	Earned	Taken	End
+	Sick	0:00	0:00	0:00	0:00
+	Vacation	0:00	0:00	0:00	0:00
	Comp	0:00	0:00	0:00	0:00
	Other	0:00	0:00	0:00	0:00

- A legend is displayed at the top of the screen to help users decipher the calendar view. Please note that the event legends will vary by District.

Legend

■ MULTIPLE EVENTS   ■ SICK   ■ VACATION   ■ HOLIDAY

- Events during the time frame will be displayed in the calendar. Clicking on an event will open a pop-up that shows the details of the event:

Events ×

9/27/2023 SICK 3:00 HOURS

Close
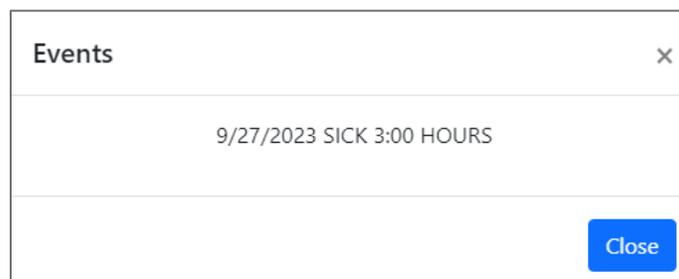
- <u>Payroll History</u>
  Located on the Balances screen in EIS is the Payroll History (Pay Stubs). To view or download a PDF version of all available forms, highlight and click the issue date.
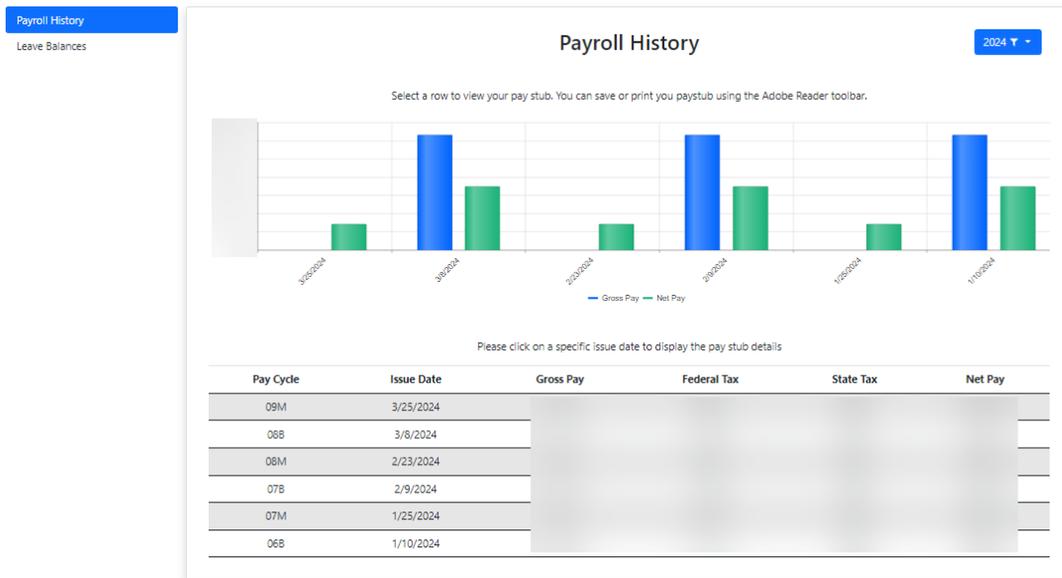
The Payroll History screen defaults to the current calendar year. To view prior years, click the dropdown arrow next to the current year on the right side of the screen.

Tax Forms

The Tax Forms section displays employees' form W2, 1095-C, and, if applicable, Total Compensation details. To view or download a PDF version of all available forms, highlight and click the issue date.

- W-2 Wage and Tax Statement: This form shows the year's total earnings and taxes withheld.
- 1095-C (Affordable Care Act): This form details an employee's medical coverage if covered by their District.
- Total Compensation: This form contains an employee's total compensation details, if applicable.
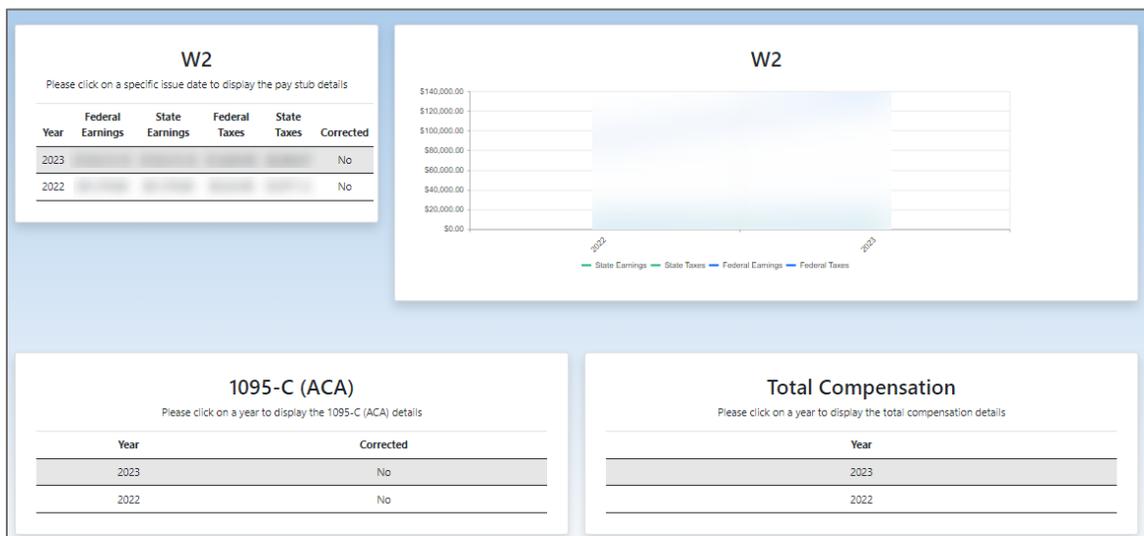
Account

Under the Account section of EIS, changes can be made to Email addresses, Passwords, and Multifactor Authentication (MFA) settings. Employees from districts utilizing the Self-Service feature can also update their Contact Information on these screens.
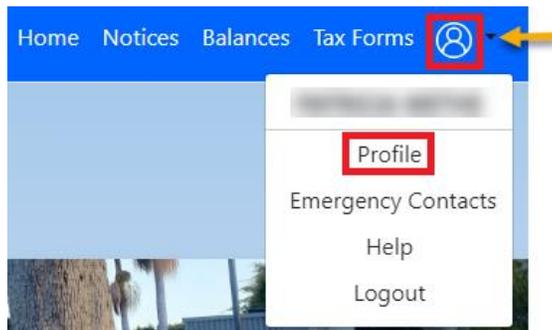
- Profile

  On the profile screen in EIS, changes can be made to the user's email address, passwords, and Multifactor Authentication (MFA) settings.

  - Change Email

    Selecting "**Change Email**" on the left side of the EIS profile screen will allow users to update their email for login and notification purposes. i.e., forgetting a password.

  - Change Password

    Selecting "**Change Password**" on the left side of the EIS profile screen will allow users to update their password.

- **MFA Settings**
  Selecting "**MFA Setting**" on the left side of the EIS profile screen will allow users to update their Two-Factor Authentication device.
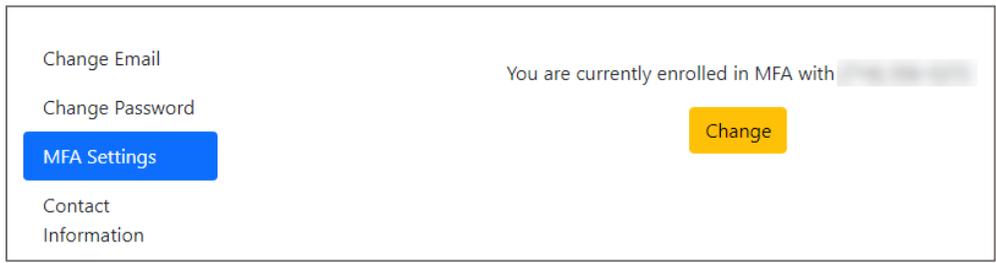
- **Contact Information**
  Selecting "**Contact Information**" on the left side of the EIS profile screen will allow users to update their personal information. For Districts utilizing this feature, updated information in the EIS system will update the HR and Payroll systems:

- <u>Emergency Contacts</u>
  Employees can add, update, or delete Emergency Contact information for Districts utilizing the EIS Self-Service feature.

Account Unlock/Password or Email Reset
This section will review some frequently asked questions and a quick troubleshooting guide.

- Forgot Password

  ▪ During your initial login on the EIS Home screen, select the "**Forgot Password?**" hyperlink.
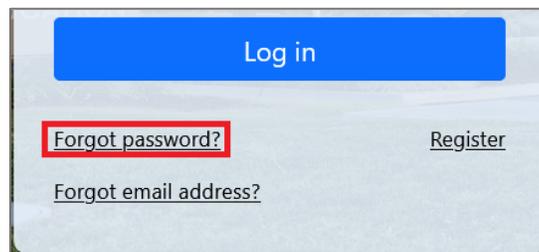
  ▪ The EIS system will ask users to confirm the email associated with their EIS account. Click "**Reset Password,**" and instructions on resetting the password will be emailed.
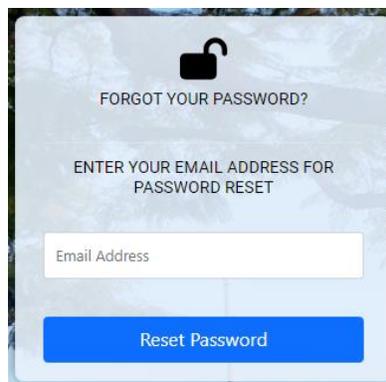
- Forgot Email

  - On the EIS home screen, select "**Forgot email address?**" hyperlink:
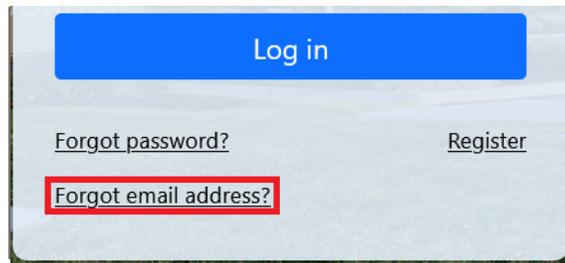
  - The system will ask a user to enter the following information:

    - Employee ID

    - The last 4 of their social security number

    - Date of birth

  - Click "**Continue**."

  - A pop-up will display a hint to the email address on file. Click "**Proceed to Login**," directing you to the login page.
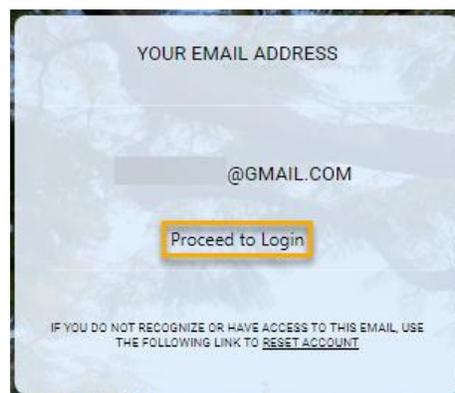
- Account Lockout
  - If an incorrect attempt at entering a password happens four times in a row, your account will be locked out. You will receive a notification that your Account is Locked out and to Try Again Later. This account lockout will last for 30 minutes.
  - After 30 minutes, it is advised to
    1. First, verify your email address on file, following the "Forgot Email" instructions above.
    2. Then, reset your password using the "Forgot Password" instructions.

- Complete Account Reset
  - A complete EIS account reset is typically needed when:
    - The employee no longer has access to the Two-Factor authentication device.
    - The original recovery codes are no longer viable due to use or if they were lost.
  - When either condition is met, an employee must complete the EIS Account Reset Form. To access complete the forgot email address steps above and, select the "**Account Reset**" hyperlink.
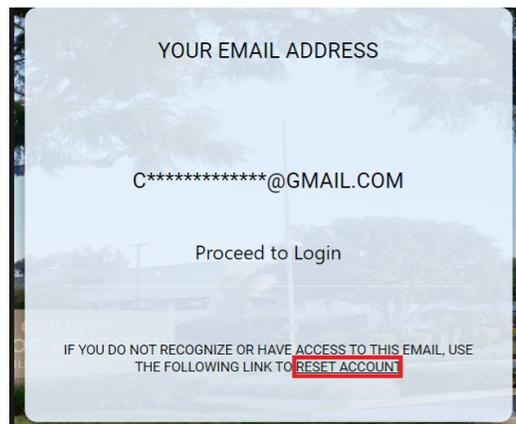
  - The screen will redirect the user to the account reset page. Click "**EIS Account Reset Form.**"
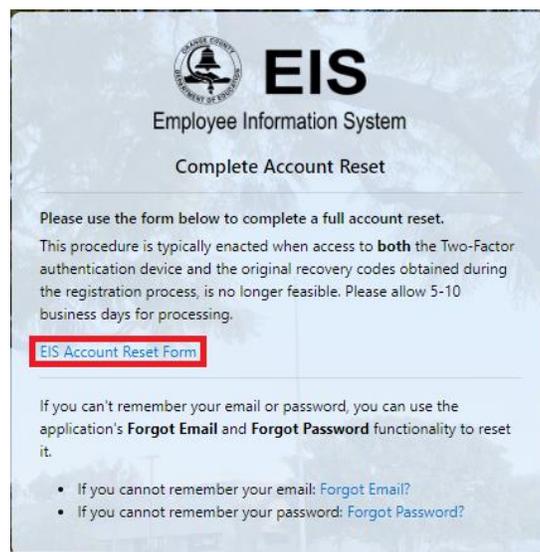
- A new browser tab with the form will open. To ensure the privacy of our users, the EIS Account Reset Form requires the following information:
  - Last District Worked
  - First Name
  - Last Name
  - Primary Phone Number
  - Email
  - Attach A Government Issued form of Identification
    - i.e., State ID, Drivers License, Passport, etc.
  - Optional: Notes

- Once the required fields have been entered, Click "**Submit.**"

- You will be contacted by the selected "Last District Worked" within 5 to 10 business days to confirm your identity and reset your account.

- After your account is reset you must re-register on EIS to regain access to your EIS account.