Employee Access

Overview for Employees

Revised 1/15/2025

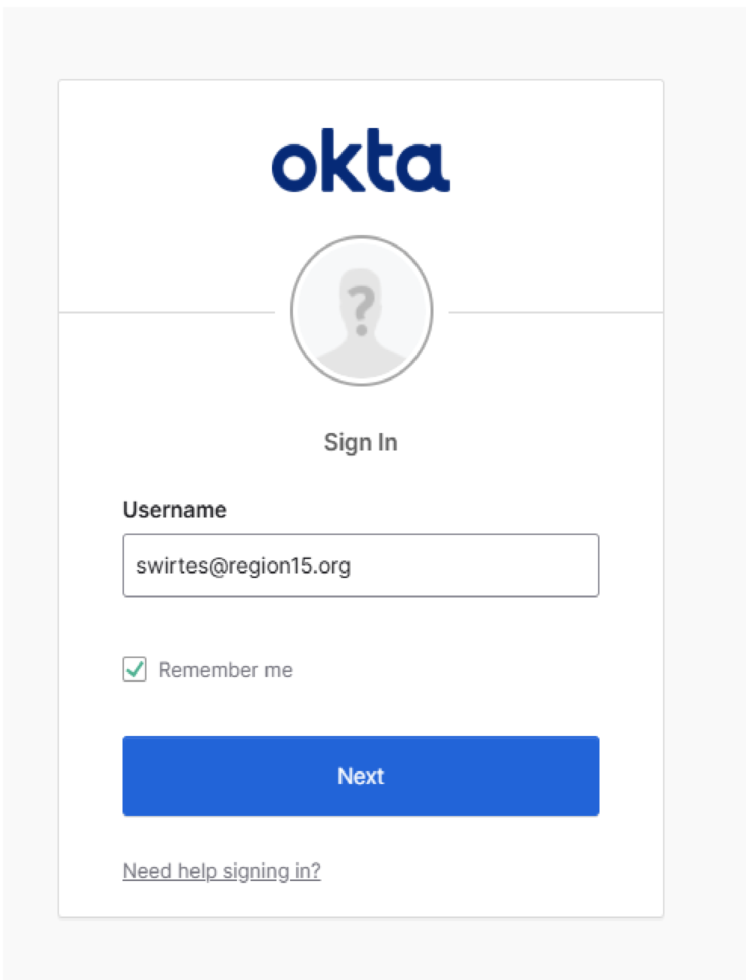
Welcome to Employee Access!

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:

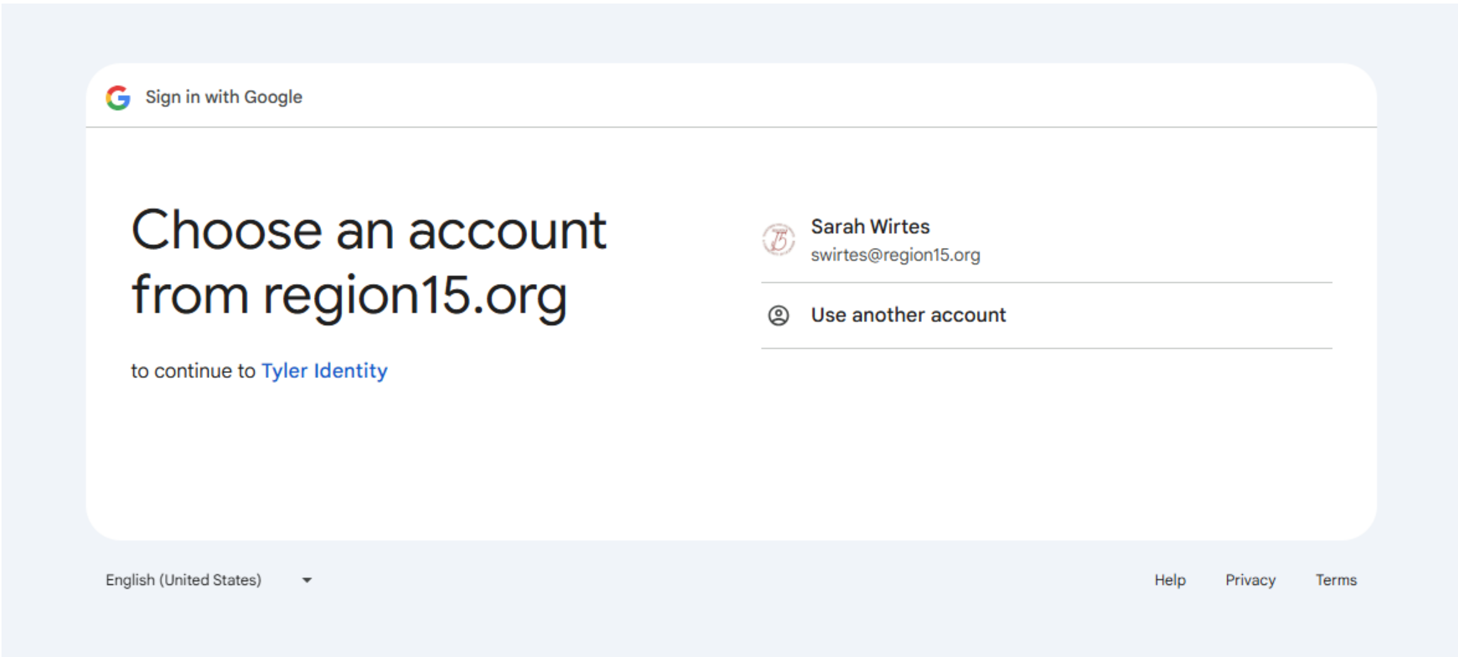
1. Open your web browser
2. Visit the Region15 Home Page www.region15.org and click on "Staff" located on the top right-hand side of the page.
3. Then click on "Region 15 Employee Access" located in a red box on the right-hand side of the page.

   Note: You can also visit https://rsdt15ct.tylerportico.com/tesp/employee-selfservice/



4. If your email address is not already entered, type in your Region 15 email address and select "Next".

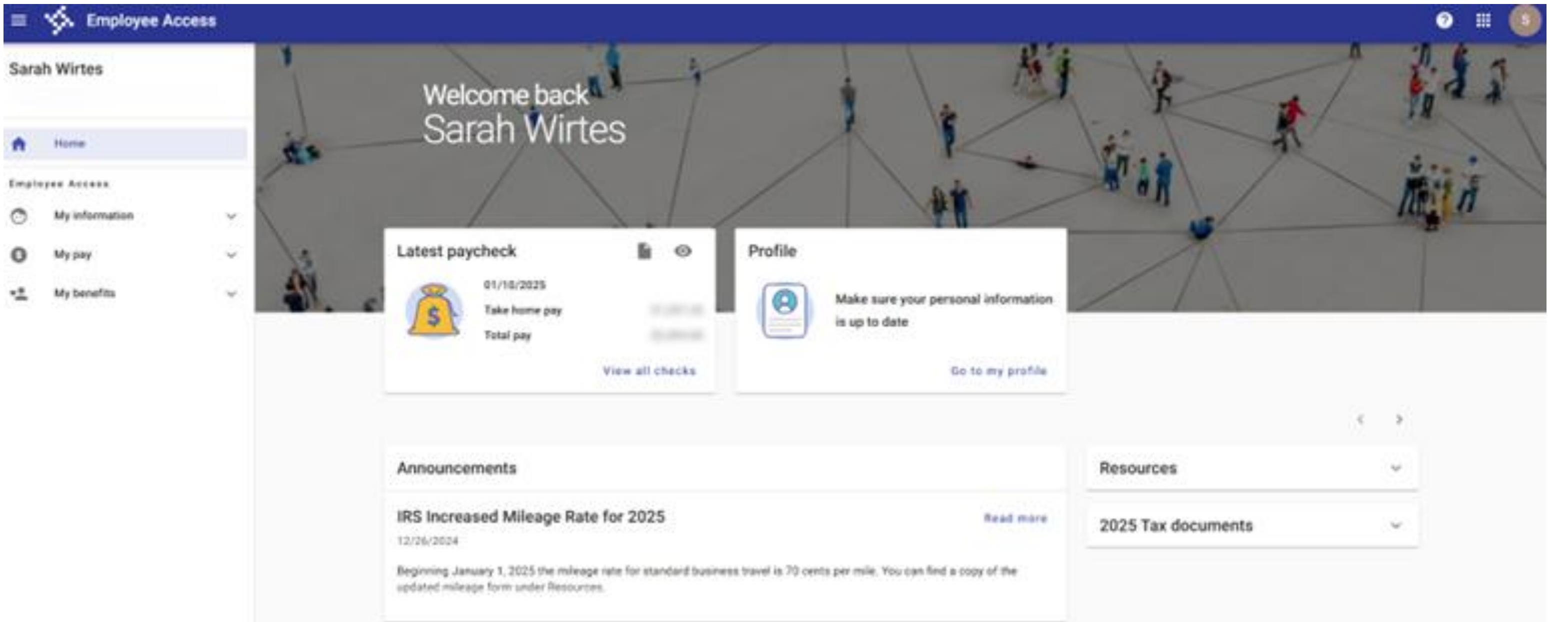
   The next window should look like this:



5. Select your Region 15 email address.
6. You may be prompted to enter a password. If so, enter the password for your Region 15 email address.
7. If it is your first time logging in, users must enter the following:
   a. Email address
   b. The last 4 digits of your social security number
   c. Date of birth
   d. Zip code associated with your home address
8. The first time logging in may take a few minutes to process. Once the system is up you should see the home page for Employee Access.

   Note: You can bookmark this page for ease of future logins.

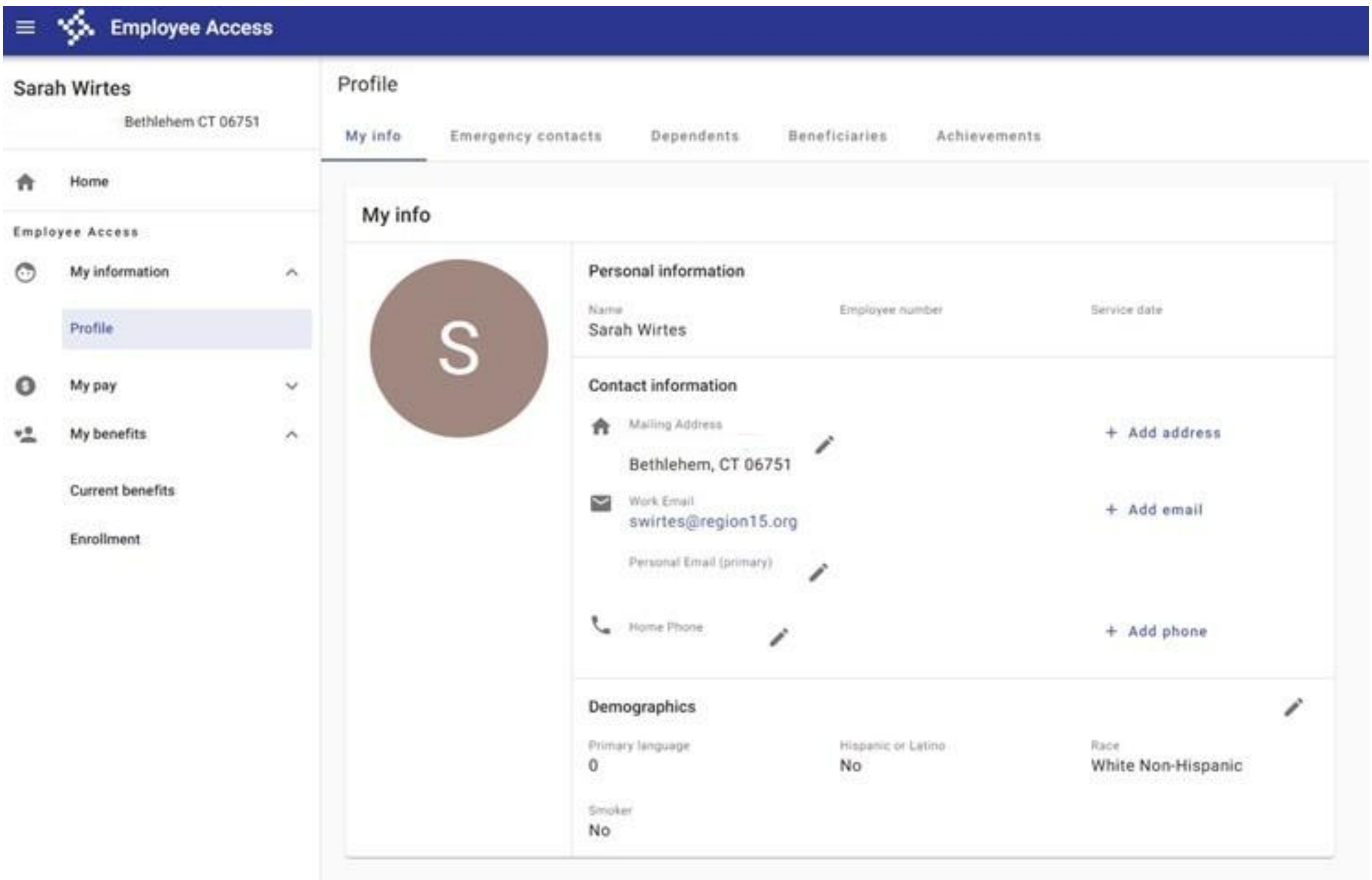
The homepage/dashboard should look like this:



Employee Access Overview

Employee Profile

Access your Employee Profile by clicking the “My Information” drop down and select “Information”. From here you can review and update your contact information, emergency contacts, education and certification information.



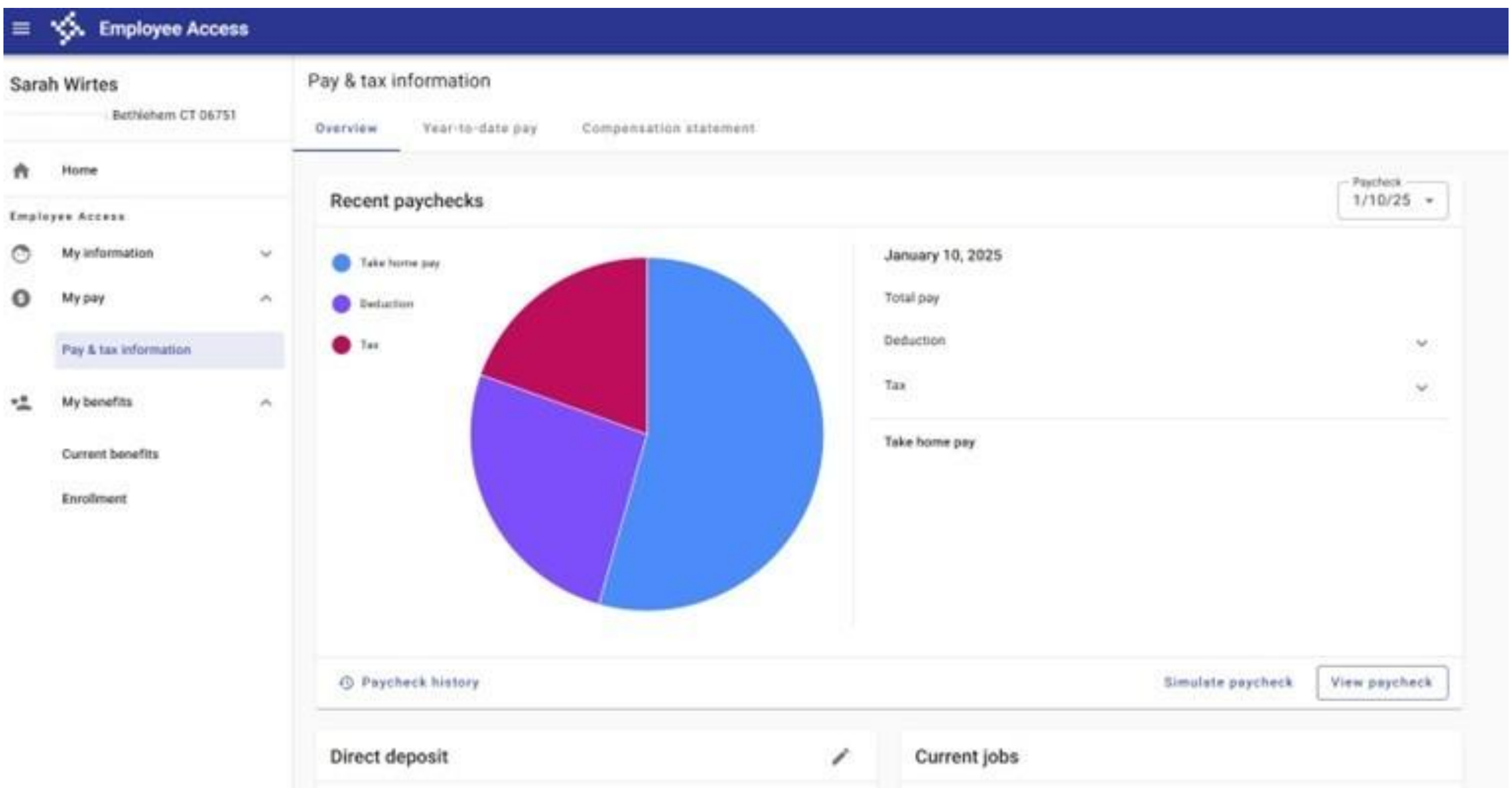
Pay & Tax

Access your Pay & Tax by clicking “My Pay” drop down and select “Pay & Tax Information”.

The Pay & Tax window provides an expandable visual representation of the user’s paycheck, a Paycheck Simulator, and PDF copies of pay stubs.

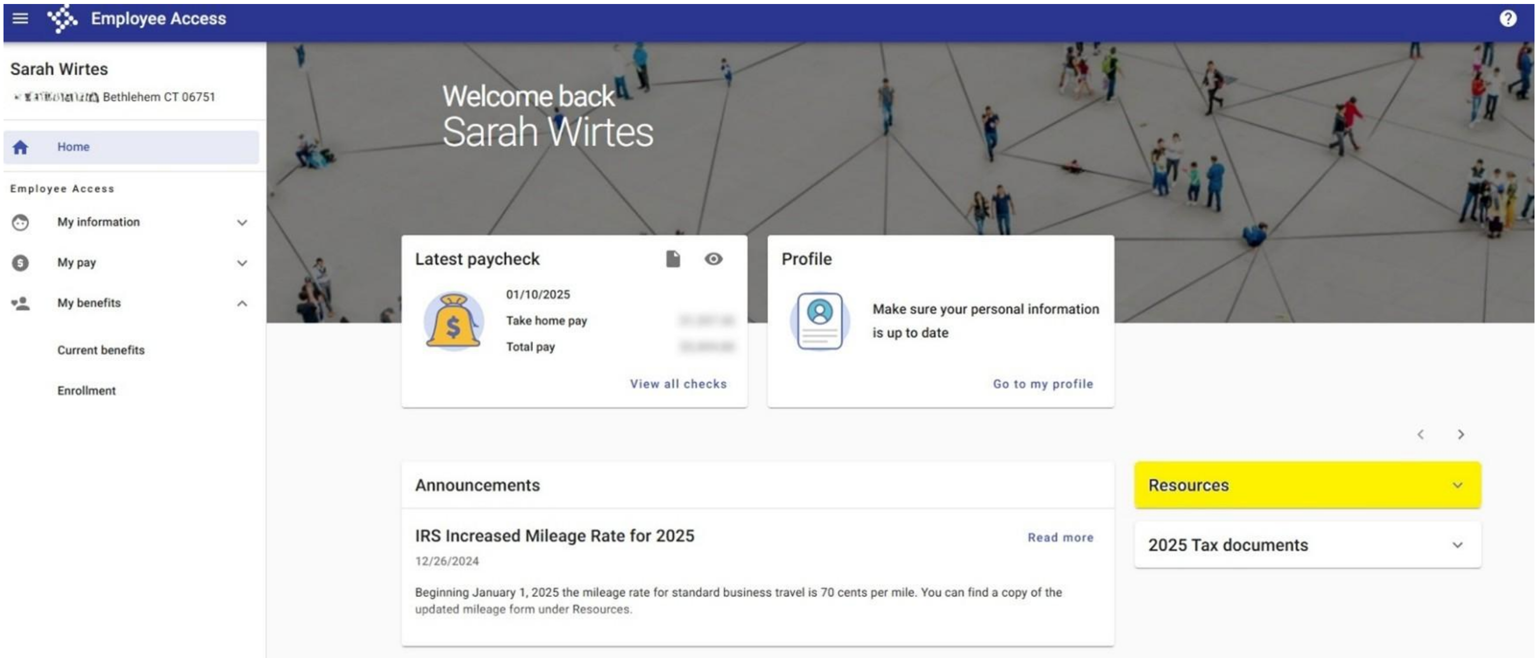
Use Pay & Tax to view and/or edit any direct deposit information on file, view and/or update W4 information, access W2 documentation, and view job information.

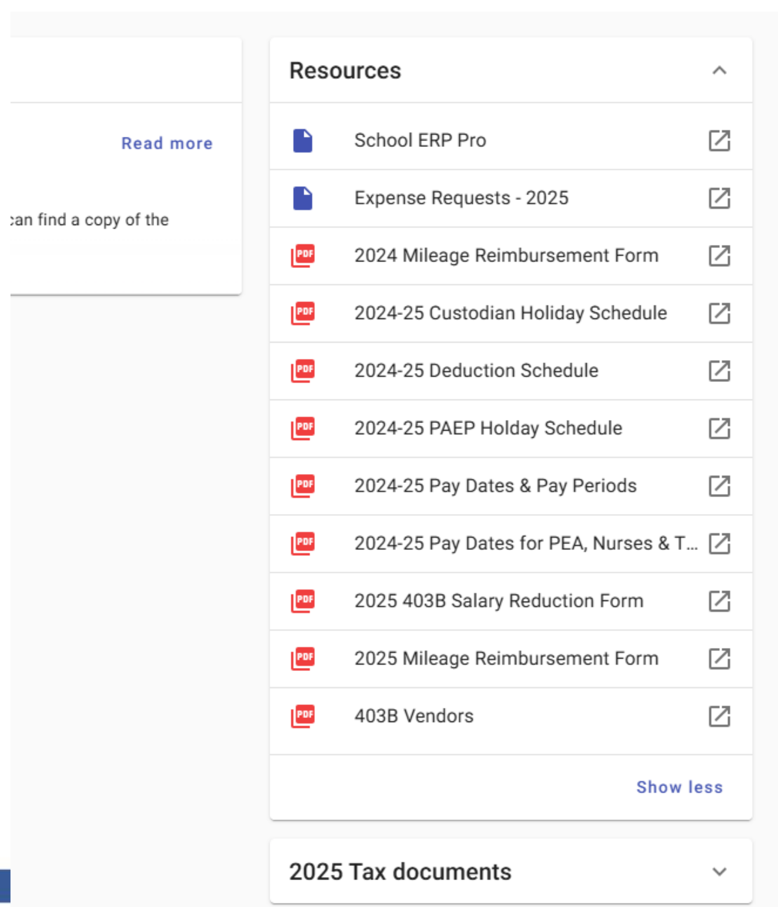
Additional tables also provide access to calendar Year To Date pay information, as well as Compensation Statements.



Resources

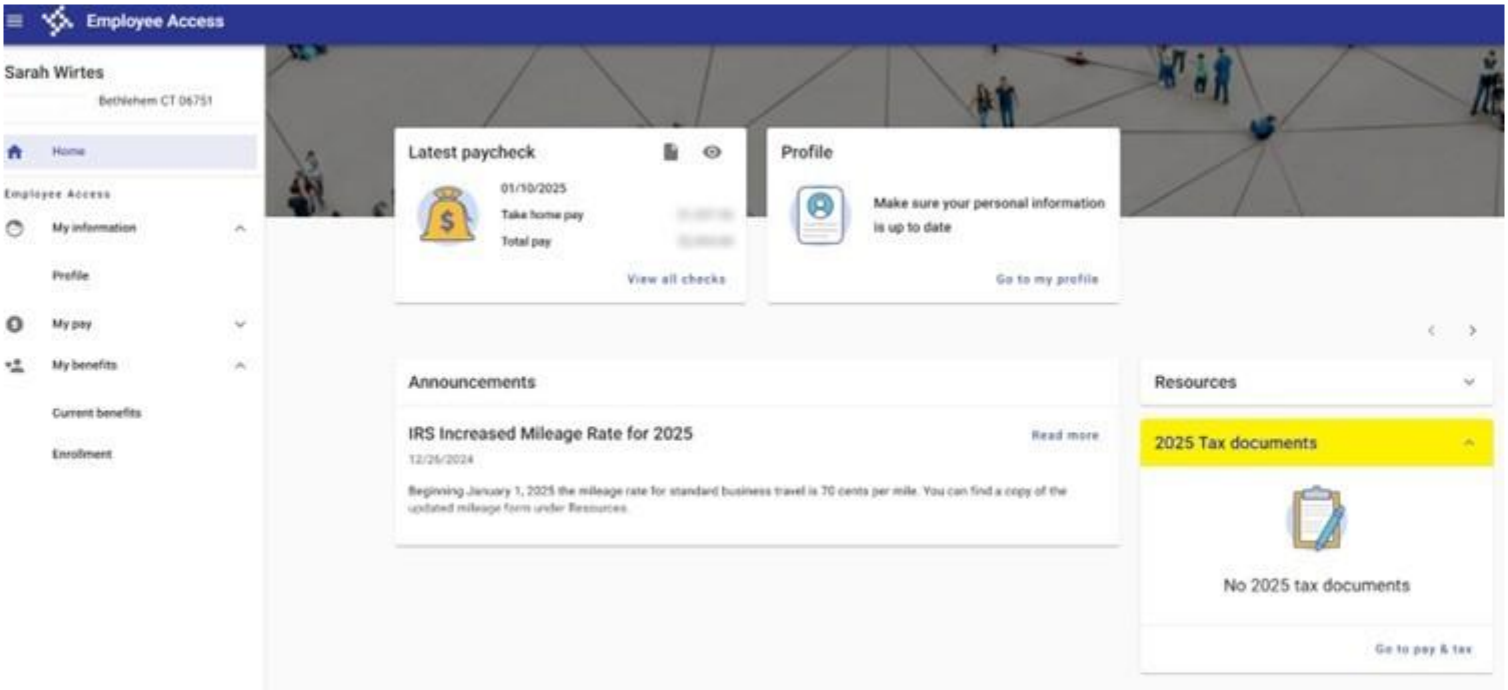
“Resources” which are located at the bottom right of your homepage/dashboard is for users that need to perform tasks such as submitting expense requests and mileage reimbursements or to access holidays schedules, pay dates and pay periods schedules, deduction schedules or 403B information.





Tax Documents

“Tax Documents” which are located at the bottom right of your homepage/dashboard is for users to access your current withholdings and to view previous year’s tax documents such as W-2’s and 1095-C’s.



1. To access your tax documents, select the “Tax Documents” drop down menu, then select “Go to pay & tax”
2. You will be taken to the Pay & Tax page. On the bottom right-hand side of the page you will see the “Tax Documents” section. From the dropdown menu, select the year of the documents you wish to view.