

Employee Portal

What is the Employee Portal?

The Alameda County Office of Education (ACOE) Employee Portal is an Online Portal that will provide you with your personal information, as it exists in your district's Human Resources, Payroll and Financial system (Frontline Desktop).

You can view important HR and payroll information including contact info such as address, phone and email address, job assignments, credential documents, licenses, and training information and more. Depending on the district's implementation of the Portal, employees may also be able submit a request to change federal and state withholdings, or request a demographic change, such as a change to their home address. These requests would then be routed through an approval process before posting to Frontline Desktop and notifying the employee of the change via email.

At a glance, you can access your leave balances and usages, health & welfare plans, latest pay stubs, payroll history, accounts payable reimbursements, prior year W2s and 1095 (ACA) statements! You will even have access to a payroll calculator where you can try different scenarios for changes to taxes, including marital status, allowances, and other deductions such as a 403b plans.

How to access the Employee Portal?

All district employees will have access to the Employee Portal. The Portal is available from any computer or mobile device; including desktops, laptops, tablets, and phones and is even responsive meaning that it will allow you to change from vertical to horizontal to see the screen better as you like! Employees can use any browser to login at <https://fl-portal.acoe.org>

First time users will need to register on the portal using your district email address and employee information.

Employee Portal



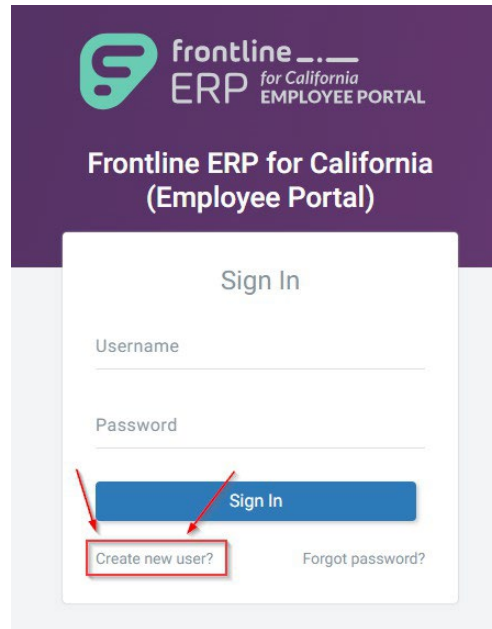
For help with registering or logging in to the Portal, contact your district's HR or Payroll Department, as appropriate.

Instructions for Employees:

Using any browser, enter the following URL in your web browser address bar: <https://fl-portal.acoe.org>

****First time users will need to register on the portal****

Select 'Create new user?' from login page



Employee Portal

The screenshot shows the registration form for the Frontline ERP for California Employee Portal. The form includes the following fields and instructions:

- Email:** A callout bubble says "use your work email address".
- First Name:** A text input field.
- Last Name:** A text input field.
- Date of Birth:** A date picker with a callout bubble saying "MM/DD/YYYY format".
- Last 4 SSN:** A text input field.
- Create Password:** A text input field with a callout bubble saying "see password rules".
- Confirm Password:** A text input field with a callout bubble saying "see password rules".

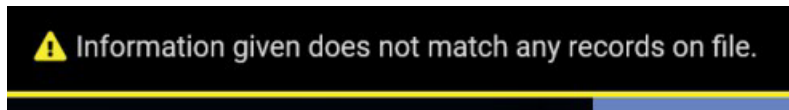
At the bottom of the form are two buttons: "Register" (highlighted with a red arrow) and "Cancel".

Fill out all the information fields in the registration window – **the information MUST match what your employer has on file in Frontline Desktop** (email should be your work email address unless one was not provided to you). Once the fields are complete, select REGISTER.

Password rules:

- ✗ Contains at least 8 characters
 - ✗ Contains 1 lower case character(s)
 - ✗ Contains 1 upper case character(s)
 - ✗ Contains 1 numerical character(s)
 - ✗ Contains 1 special character(s)
- ~!@#%&*()_+="/?.,><"':|}{\

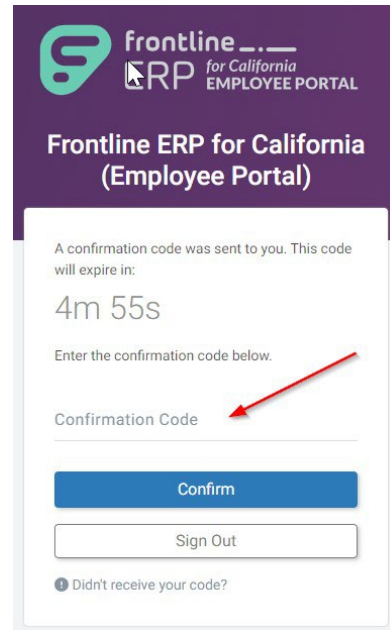
If the information entered does not match your Employment record within your district, you will receive the following error:



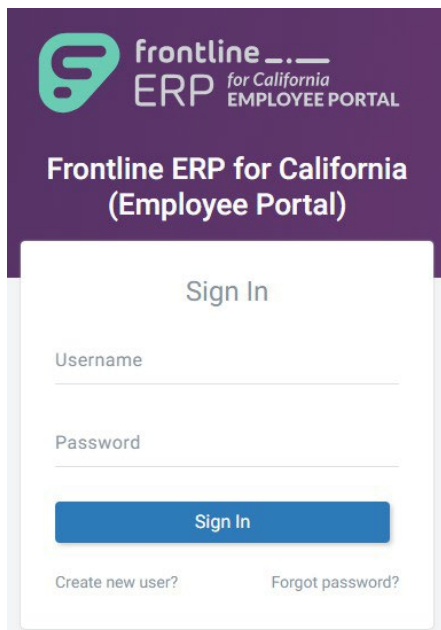
Make the appropriate changes and select 'REGISTER' again. **If you receive this error again, please contact your HR department to determine the discrepancy.**

Employee Portal

1. After the information you keyed in is accepted, check your work email for the confirmation code.
2. Key the code received into the window **(code expires after 5 minutes)**.
3. Select CONFIRM



The screenshot shows the 'Frontline ERP for California (Employee Portal)' confirmation page. At the top, it says 'A confirmation code was sent to you. This code will expire in: 4m 55s'. Below this, it prompts the user to 'Enter the confirmation code below.' There is a text input field labeled 'Confirmation Code' with a red arrow pointing to it. Below the input field are two buttons: a blue 'Confirm' button and a white 'Sign Out' button. At the bottom, there is a link that says 'Didn't receive your code?'.

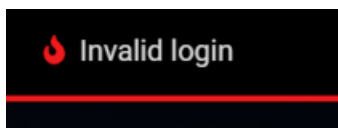


The screenshot shows the 'Frontline ERP for California (Employee Portal)' sign-in page. It features a purple header with the logo and title. Below the header, the text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom, there are two links: 'Create new user?' and 'Forgot password?'.

You are now ready to explore the Employee Portal!! Enter your work email address as your Username and enter your newly established password and select SIGN IN.

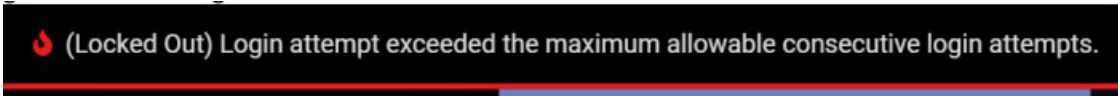
What if I forget my password?

If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you receive the following error:

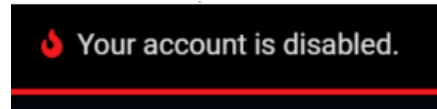


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You will have 5 attempts to log in. If you are unsuccessful after the 5th attempt, you will be given the following message:



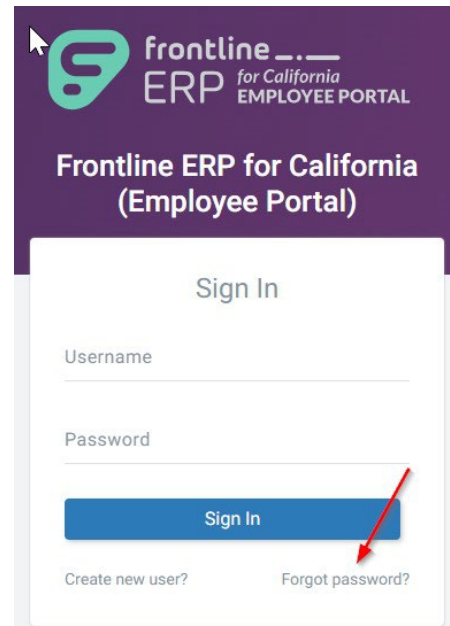
If you try again before the account is reset, you will receive the following message:



Your account can be reset in one of three ways:

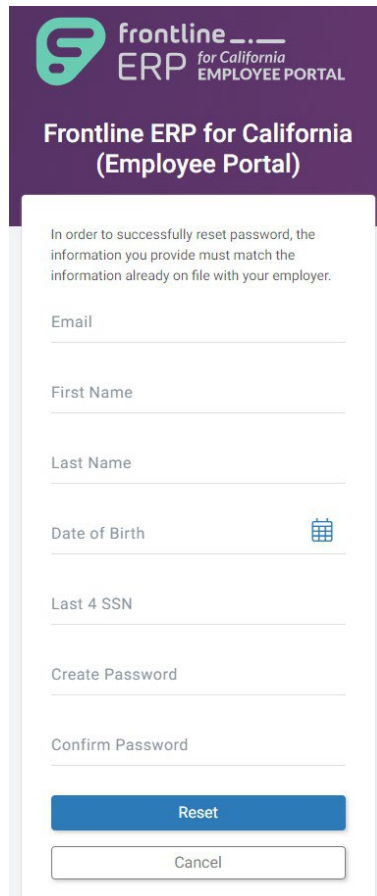
1. After waiting 5 minutes, the account will reset on its own and you can try to login again, or
2. Designated district staff with the applicable user-based activity permission can perform the task to reset in Employee Management, or
3. **Designated staff at your district** can contact FSS at ACOE to unlock your account.

If you have forgotten your password, you can have the Portal send you a password reset. Without putting in any other information select "Forgot Password?".

A screenshot of the Frontline ERP for California Employee Portal sign-in page. The page has a purple header with the logo and text "frontline ERP for California EMPLOYEE PORTAL". Below the header, the text "Frontline ERP for California (Employee Portal)" is displayed. The main content area is white and contains a "Sign In" heading, a "Username" input field, a "Password" input field, a blue "Sign In" button, and two links: "Create new user?" and "Forgot password?". A red arrow points to the "Forgot password?" link.

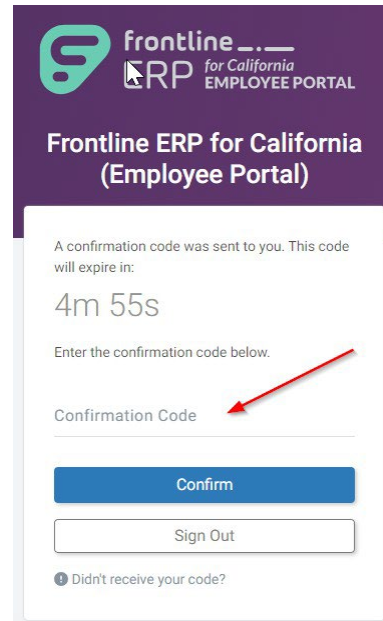
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After selecting “Forgot Password?”, you will be asked to complete the matching information again and to create a new password that matches the password criteria, and then select ‘RESET’.



The screenshot shows the 'Frontline ERP for California (Employee Portal)' password reset form. At the top, there is a purple header with the logo and text 'frontline ERP for California EMPLOYEE PORTAL'. Below the header, the title 'Frontline ERP for California (Employee Portal)' is displayed. The main content area contains a message: 'In order to successfully reset password, the information you provide must match the information already on file with your employer.' Below this message are several input fields: 'Email', 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'Last 4 SSN', 'Create Password', and 'Confirm Password'. At the bottom of the form, there are two buttons: a blue 'Reset' button and a white 'Cancel' button.

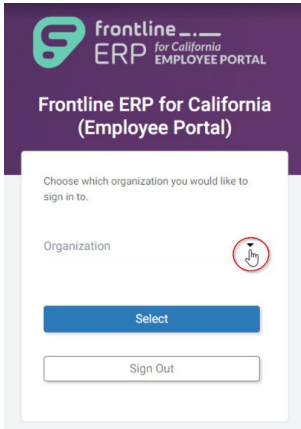
Check your email for the confirmation code and enter it into the Portal. **Again, you will have 5 minutes to enter the code.**



The screenshot shows the 'Frontline ERP for California (Employee Portal)' confirmation code screen. At the top, there is a purple header with the logo and text 'frontline ERP for California EMPLOYEE PORTAL'. Below the header, the title 'Frontline ERP for California (Employee Portal)' is displayed. The main content area contains a message: 'A confirmation code was sent to you. This code will expire in: 4m 55s'. Below this message, there is a prompt: 'Enter the confirmation code below.' followed by a 'Confirmation Code' input field. A red arrow points to the input field. Below the input field, there are two buttons: a blue 'Confirm' button and a white 'Sign Out' button. At the bottom of the form, there is a link: 'Didn't receive your code?'.

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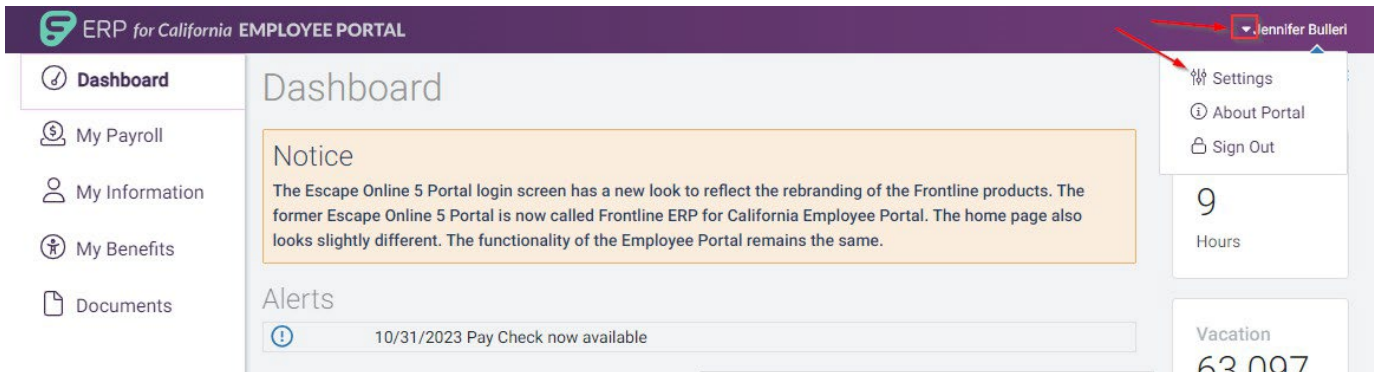
How do I navigate the Employee Portal?



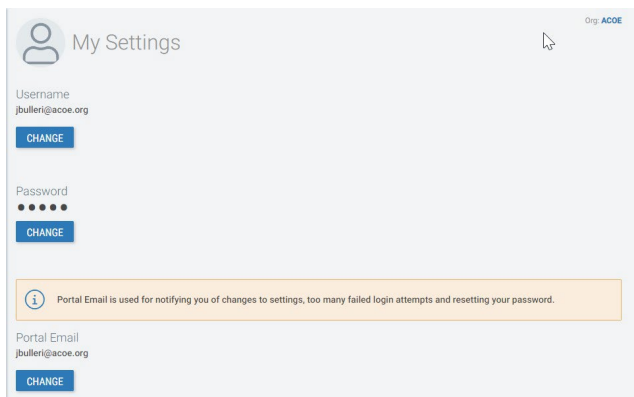
Once you successfully login to the Portal, you may be asked to choose an organization if you have worked in multiple school districts within Alameda County. Use the dropdown to choose which district and then click SELECT.

Once fully logged in, you will land on the Dashboard where you may see any Alerts that your district sends you, as well as being able to select from the menu options on the left-hand side.

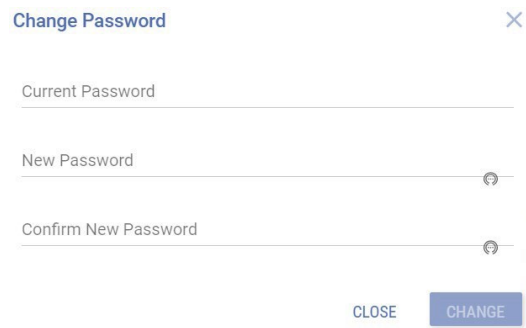
If you need to change your password, username or Portal email address at any time in the future, you would select the dropdown next to your name in the top right and select Settings:



From the Settings, you will select CHANGE under the section needing to be changed.



A dialog box will open where you enter your current information and then enter and confirm your desired new information, then select CHANGE.



Activities Accessible by all Employees:

Dashboard

From the Dashboard, you can explore the various menu options available to you. Please note that popup blockers will block you from seeing attachments from the Portal. You may need to turn off your browser's popup blocker! Also note that menu options available will vary from district to district as well as your individual needs.

Districts can configure messages and alerts to you that you will see right from your Dashboard, and you can quickly go to view the details of them just by clicking on the alert you want to see. You will also leave your applicable leave balances as well as your upcoming pay days. You will be notified of new information right on the menu via a new message counter as well.

The screenshot shows the Employee Portal Dashboard for Jennifer Bulleri at ACOE. The dashboard includes a navigation menu on the left with options: Dashboard, My Payroll (with a 'New Messages' notification), My Information, My Benefits, and Documents. The main content area features a 'Notice' about the portal's rebranding, an 'Alerts' section with two urgent alerts (CPR expired and TB expiring), a 'Last Paycheck' donut chart, and a 'Pay Dates' calendar for November 2023. The right sidebar shows 'Leave balance as of Today' and 'Vacation' hours (47.475). Red annotations highlight key features: 'District Wide Messages' points to the notice; 'New Messages' points to the My Payroll notification; 'Dynamic menu options depending on District and Employee' points to the navigation menu; 'Drill down on Alerts by clicking on the exclamation point to see more details. RED exclamation points are urgent.' points to the alert icons; 'Summary of Last Paycheck and display of upcoming Pay Dates' points to the donut chart and calendar; and 'Leave balance as of Today' points to the vacation widget.

Category	Percentage
Net Pay	76.1%
Taxes	17%
Pre-Ta...	6.3%
Misc....	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Employee Portal

My Information

Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency. If enabled by the district, employees can submit change requests through the Portal for demographic information, including home phone, cell phone, home email, name, address, spouse info, emergency info, and more. The information that is displayed and allowed for edit is configurable through setup.

Assignments – Lists an employee’s past, current, and future assignments. May hide non manual calendars, depending on setup.

Credentials – Lists an employee’s credentials. Does not include archived records.

Education – Lists an employee’s education records, including degrees, trainings, licenses, units, EL authorizations, and assignment options.

Requirements – Lists an employee’s requirements, including TB Expiration, Concussion Training, etc.

Will display a warning for any tabs with upcoming expiring or expired documents!

Status	Pos#	Type	Location	From	Through	FTE	Job Category	Job Class	
Current	1485	Paid	Finance Sys Spt	07/01/2023	06/30/2024	1	Information Systems/Data Processing	Client Support Analyst	MY CA
Past	1485	Paid	Finance Sys Spt	07/01/2022	06/30/2023	1	Information Systems/Data Processing	Client Support Analyst	MY CA
Past	1485	Paid	Finance Sys Spt	07/01/2021	06/30/2022	1	Information Systems/Data Processing	Client Support Analyst	MY CA

Employee Portal

My Payroll

Last Pay Period – Displays summary information from last paycheck, including tax withholding.

Recent Paychecks– Displays a configurable number of months of the employee’s gross and net pay, with links to paycheck snapshots.

Reimbursements - Displays a configurable number of months of employee reimbursements, if processed in AP with Employee ID.

W2 Statements – Provides links to W2 snapshots for all years processed in the software.

1095 Statements – Provides links to 1095 snapshots for all years processed in the software. •

Paycheck Calculator – Allows employees to change W-4 and DE 4 settings, earnings, and deductions to estimate their net pay.

Withholding Changes – Allows employees to submit a W-4 and DE 4 electronically for HR approval, if enabled by the district

The screenshot displays the 'My Payroll' interface for San Lorenzo USD. It features a 'Payroll History' tab and a 'Withholdings' section. The 'Last Pay Period' summary shows a pay period of 02/01/22 - 02/28/22, with a net pay of \$3,914.12. A donut chart breaks down the earnings of \$6,571.73 into categories: 67.6% for Net Pay, 10.1% for Taxes, and 10.8% for Pre-Tax Deductions. A 'PAYCHECK CALCULATOR' button is visible in the top right. Below the summary, 'Recent Paychecks' are listed for 02/28 and 01/31/2022, each with 'VIEW' and 'DOWNLOAD' options. The 'Reimbursements' section shows four entries for 3/9/22, including Petty Cash and Amazon/Walmart reimbursements. At the bottom, 'W-2s/1095s' for 2021 and 2020 are available for viewing and downloading.

My Benefits

Leave Balances & Activity

Leave Balance Summary - Employees can view their current Leave Balance Summary information for specific Leaves.

Leave Summary Activity - Employees can also view all Leave Activity information including Usages and Grants for different time periods. Future transactions will be displayed as 'Pending'.

Health & Welfare

Current Benefits - Employees can view their Health & Welfare Benefit information, including the cost paid by the Employee and District.

Past Benefits - Employees can view their Previous Health & Welfare Benefits for historical purposes as well.

Dependents - Employees can view their covered Dependent information.

Org: San Lorenzo USD

My Benefits

Leave Balances and Activity | Health and Welfare

Dependents

JAMES HOPKINS Relation: Spouse Med Coverage: No DOB: 09/03/1946 Age: 75	JAMES HOPKINS Relation: Child Med Coverage: Yes DOB: 01/01/2002 Age: 20
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Current Health and Welfare Benefits

Dental From: 10/01/2015 Through: Current Level: SLEA 7046-0225 My Share: \$0.00 District Share: \$92.82	Declined Coverage From: 09/01/2015 Through: Current Level: OPTOUT My Share: \$0.00 District Share: \$0.00
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Past Health and Welfare Benefits

From	Through	Plan	Level
10/01/2015	02/28/2019	UNUM Long Term Care Insurance	EMPLOYEE ONLY

Total Records: 1

My Benefits

Leave Balances and Activity | Health and Welfare

Leave Balances Summary

Sick Leave Days Available: 35.5464

School Year to Date	Adjust: 0
Beg Balance: 25.5464	Dock/Paid: 0
Accrued: 10	End Balance: 35.5464
Pending: 0	
Used: 0	

Leave Summary Activity

Leave Type Filter: Sick Leave | School Year Filter: Unfiltered

Leave	From	Day	Through	Day	Amount	Unit	Type	Dock/Paid
Sick Leave	09/01/2021	Wednesday	06/30/2022	Thursday	10.0000	Days	Grant	No
Sick Leave	04/01/2021	Thursday	04/01/2021	Thursday	-1.0000	Days	Usage	No
Sick Leave	03/31/2021	Wednesday	03/31/2021	Wednesday	-1.0000	Days	Usage	No
Sick Leave	09/01/2020	Tuesday	06/30/2021	Wednesday	10.0000	Days	Grant	No
Sick Leave	03/11/2020	Wednesday	03/11/2020	Wednesday	-1.0000	Days	Usage	No

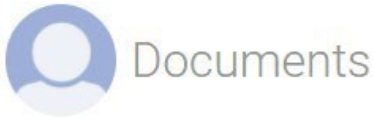
Total Records: 26

Employee Portal


Documents

New Documents – Displays documents for employee review. Includes response lookups, as appropriate.

Document Repository – Displays a history of documents to which the employee has responded.



Org: San Lorenzo USD

Employment Notification FY2022
Date received: 03/23/2022
You've had this document 2 day(s).  Open

Action required

Document Repository

Document Name	Date Received	Action Date	Action Taken	View
Emp Verification	03/23/2022	03/24/2022	Acknowledged viewing and reading the contents of this document.	 

Total Records: 1

Timesheets

Timesheets allow employees to enter their time for timesheet assignments and addons. They can open, edit, and submit timesheets with time worked and leaves taken or leaves to be taken in the future.

Use of Portal Timesheets requires District as well as County configuration. If Timesheets are configured, there are three types of timesheets available: time in/out, daily entry, and absence only.

- Current - If the employee has active timesheets, the activity allows for data entry, signing, and submission.
- Past - If an employee has past timesheets, the data entry is displayed for the prior month and is read only.



Tips:

- If you are idle in the portal for over 10 minutes, you will be prompted to sign in again.
- Queue Time out is 15 minutes, at that point you will need to reselect the activity.

Additional Activities Accessible by Supervisors:

My Team

My Team menu option only displays if an individual holds a position defined as a Supervisor in Frontline Desktop.

Direct Reports – Displays employees with addons or positions that are related to the supervisor, as defined by the Supervisor Position in the Position Detail or Addon setup. Ability to drill down to a configurable level in the organization.

Employees – Drills down to employee demographics, assignments, education, requirements, and leaves.

Current Vacancies – List of current vacancies.

Upcoming Evaluations – Displays scheduled evaluations, including scheduled date, type, and evaluator.

Upcoming Leaves – List of upcoming and recent leaves.

Org: San Lorenzo USD

0 Current Vacancies
1 Upcoming Evaluations
0 Upcoming Leaves

My Team > Direct Reports

Employee	Profile	Team	Job Description	Location	Work Phone	Work Email
[Redacted]	[Icon]		Certificated Teacher/Continuation Teacher	RSHS	[Redacted]	[Redacted]@slzUSD.org
[Redacted]	[Icon]		Certificated Teacher/Continuation Teacher	RSHS	[Redacted]	[Redacted]@slzUSD.org
[Redacted]	[Icon]	[Icon]	Certificated Teacher/Special Day Class/Special Ed	RSHS	[Redacted]	[Redacted]@slzUSD.org

Total Records: 3

Org: San Lorenzo USD

0 Current Vacancies
1 Upcoming Evaluations
0 Upcoming Leaves

My Team > Upcoming Evaluations

Employee	Scheduled	Begin	End	Type	Evaluator	Comment
[Redacted]	05/01/2021	07/01/2020	05/31/2021	BIENNIAL		

Total Records: 1

Drill down to see detail!