

Employee Access

Overview for Employees

Welcome to Employee Access!

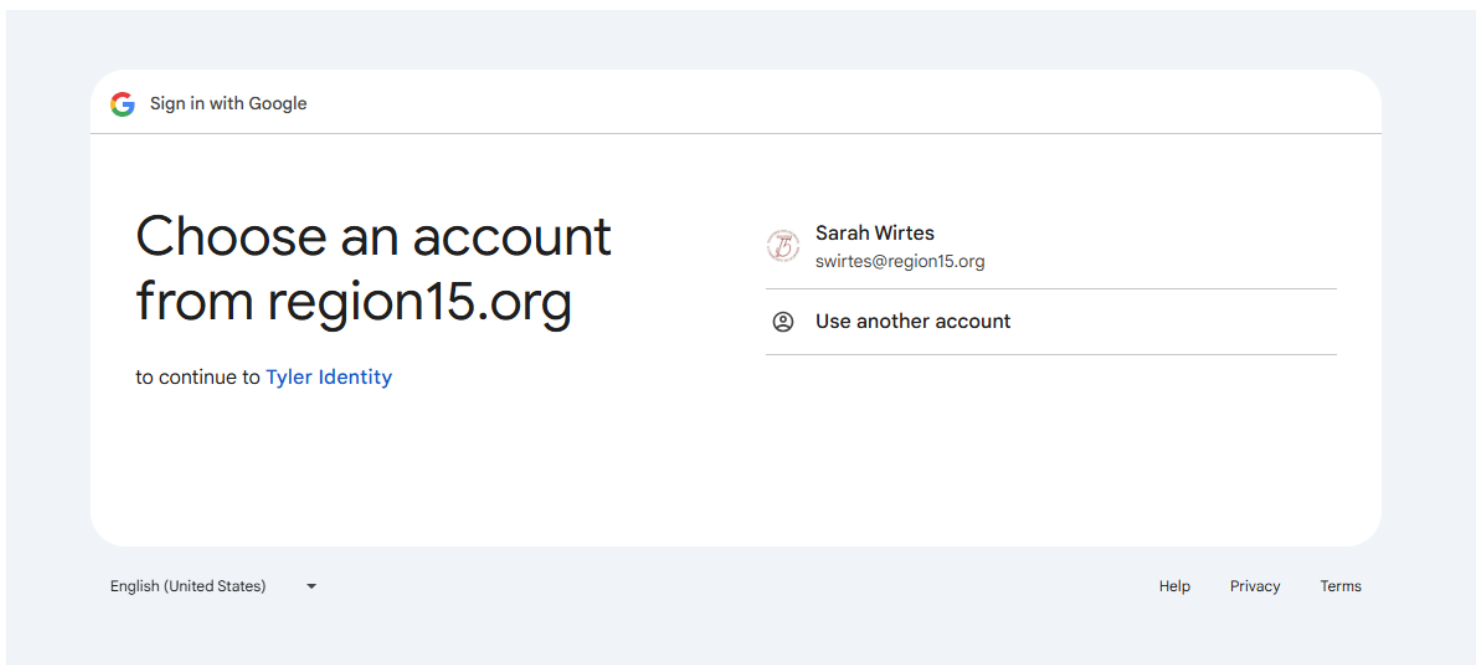
Employee Access, our new employee self-service application, provides a more user-friendly interface and increased security to protect our employees—that's you.

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. The next window should look like this:



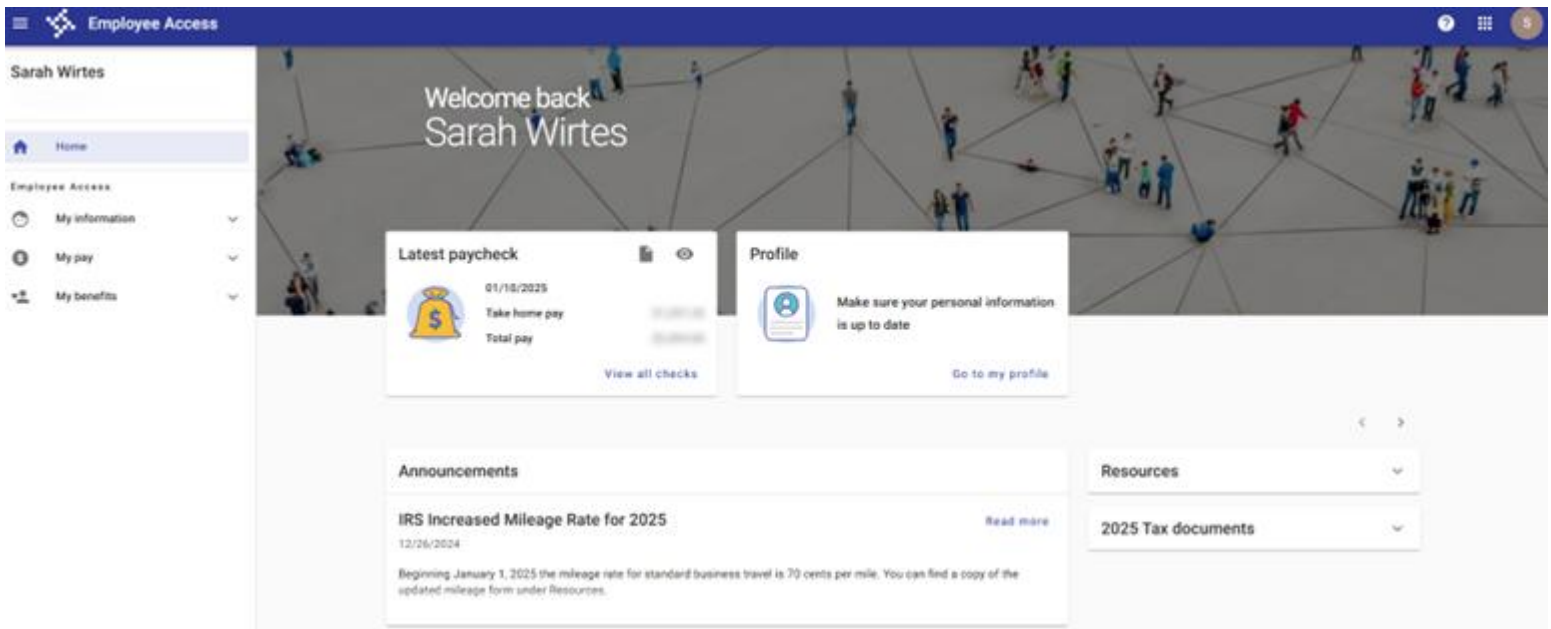
5. Select your Region 15 email address.
6. You may be prompted to enter a password. If so, enter the password for your Region 15 email address.



7. You may be prompted for Google 2-Step verification information.
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.

The screenshot shows the 'Employee Access' interface. At the top, the user is identified as Sarah Wirtes from Bethlehem CT 06751. The main navigation menu on the left includes Home, My information, Profile (selected), My pay, My benefits, Current benefits, and Enrollment. The 'Profile' section is active, showing tabs for My info, Emergency contacts, Dependents, Beneficiaries, and Achievements. The 'My info' tab is selected, displaying a profile card with a circular avatar containing the letter 'S'. The profile card is divided into four sections: Personal information (Name: Sarah Wirtes, Employee number, Service date), Contact information (Mailing Address: Bethlehem, CT 06751; Work Email: swirtes@region15.org; Personal Email (primary); Home Phone), and Demographics (Primary language: 0, Hispanic or Latino: No, Race: White Non-Hispanic, Smoker: No). Each contact and demographic field has an edit icon or an 'Add' button.



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.

The screenshot shows the 'Employee Access' interface for Sarah Wirtes (Bethlehem CT 06751). The main section 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 for the date 1/10/25. A pie chart breaks down the paycheck into three categories: Take home pay (blue), Deduction (purple), and Tax (red). To the right of the chart, a table lists the components: Total pay, Deduction, Tax, and Take home pay. Below the chart, there are links for 'Paycheck history', 'Simulate paycheck', and 'View paycheck'. At the bottom, there are sections for 'Direct deposit' and 'Current jobs'.

Category	Color
Take home pay	Blue
Deduction	Purple
Tax	Red

Component	Value
Total pay	
Deduction	
Tax	
Take home pay	



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.

Employee Access

Sarah Wirtes
Bethlehem CT 06751

Welcome back Sarah Wirtes

Latest paycheck
01/10/2025
Take home pay
Total pay
[View all checks](#)

Profile
Make sure your personal information is up to date
[Go to my profile](#)

Announcements

IRS Increased Mileage Rate for 2025
12/26/2024 [Read more](#)

Beginning January 1, 2025 the mileage rate for standard business travel is 70 cents per mile. You can find a copy of the updated mileage form under Resources.

Resources

2025 Tax documents

Resources

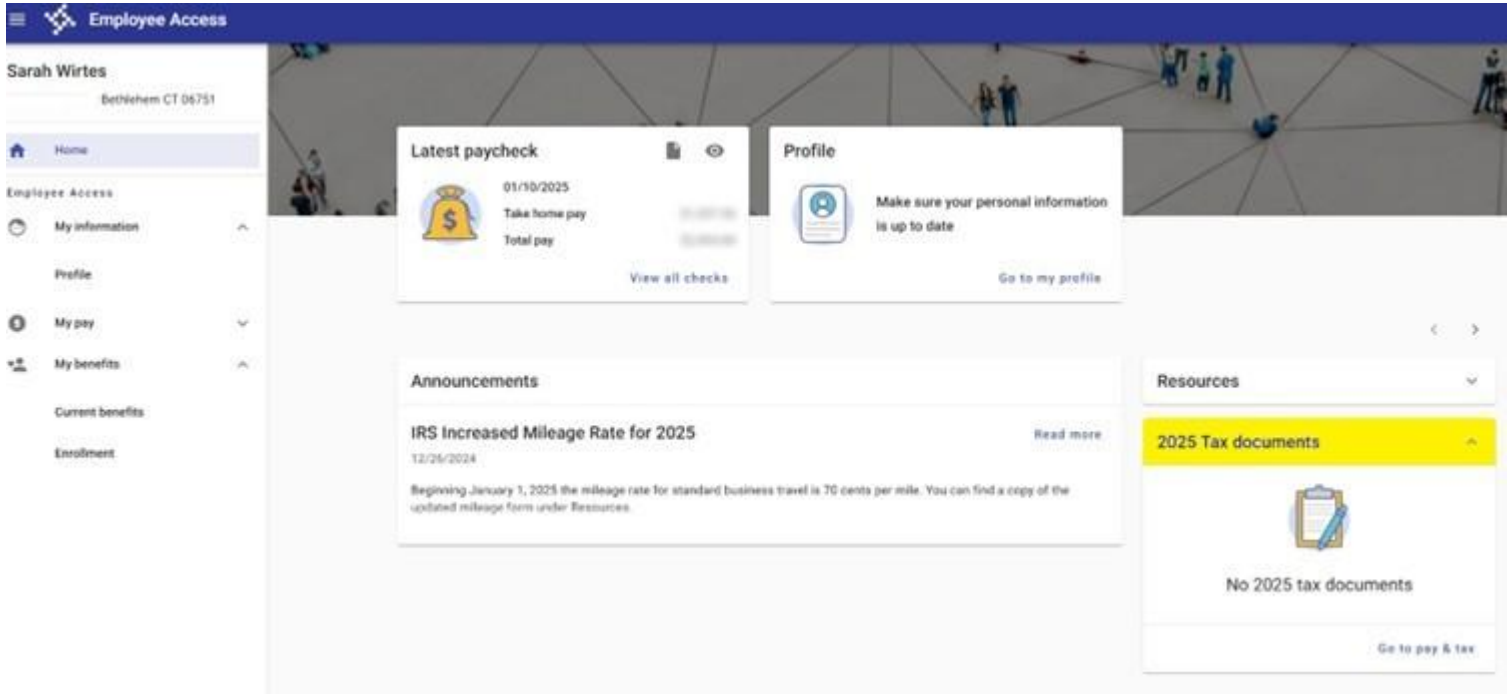
- School ERP Pro
- Expense Requests - 2025
- 2024 Mileage Reimbursement Form
- 2024-25 Custodian Holiday Schedule
- 2024-25 Deduction Schedule
- 2024-25 PAEP Holiday Schedule
- 2024-25 Pay Dates & Pay Periods
- 2024-25 Pay Dates for PEA, Nurses & T...
- 2025 403B Salary Reduction Form
- 2025 Mileage Reimbursement Form
- 403B Vendors

[Show less](#)

2025 Tax documents

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.

