EMPLOYEE ACCESS USER INSTRUCTIONS

Employee Access provides employees and managers with cloud-based access to information stored in Hampton County School District's Tyler ERP application.

Employee Access provides information for employees. Employees can access details about their pay and benefits. To access this information, employees must have a valid Employee Access login and their account must be properly set up in the associated ERP application.

LOGIN CREDENTIALS:

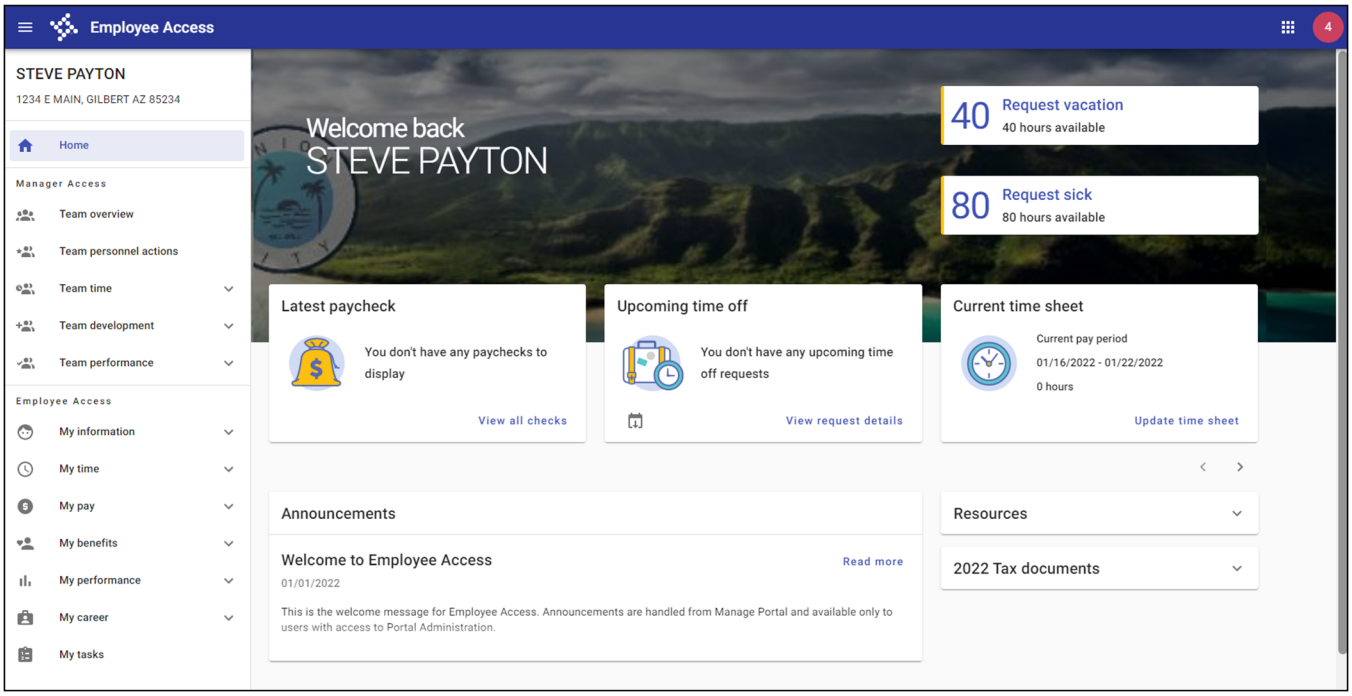
To log in to School ERP Pro, please visit: https://tyler-hamptonctsdsc.okta.com/

Your login credentials are your email address: username@hcsdsc.org. If you require assistance navigating the platform, please contact IT support (ahinkson@hcsdsc.org) for guidance or you can enter a ticket through the Gethelp for software support - https://hamptondos.gethelphss.com/Login/landing?d=dashboard.

Employee Access is available on mobile devices through the same URL used for accessing it on a computer. The same features and functionality are available, displayed in a mobile-friendly layout.

Home Page

After a registered user logs in, Employee Access displays the Home page.



The Home page includes the omnibar, the menu, and a main panel, which displays information such as your latest paycheck, time-off request and time entry details, announcements, resources, and tax documents. The information in the main panel varies according to the settings and permissions defined for Employee Access use in your organization.

Omnibar

The omnibar is displayed at the top of Employee Access.

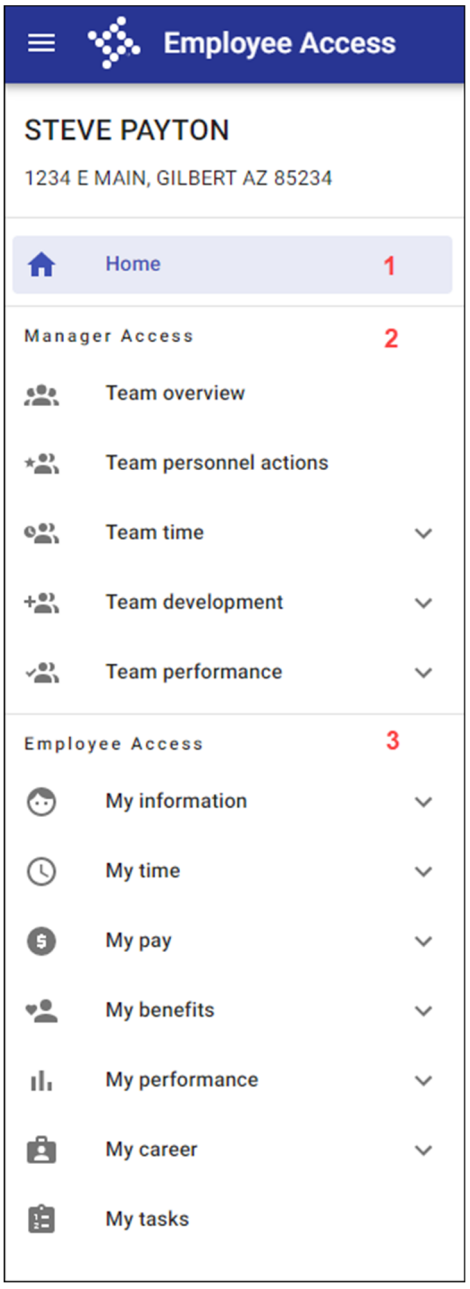


The omnibar contains:

1. The menu button—Displays or hides the menu.
2. The Tyler logo
3. The application title
4. The app launcher button—Displays the My Apps window, which includes links to other Tyler applications you can access.
5. User profile—Displays your user information and a Sign Out button.

Menu

The menu displays your name and address as well as the pages available to you in Employee Access. The sections or pages you can see and interact with vary based on your system permissions and your organization's configuration settings.

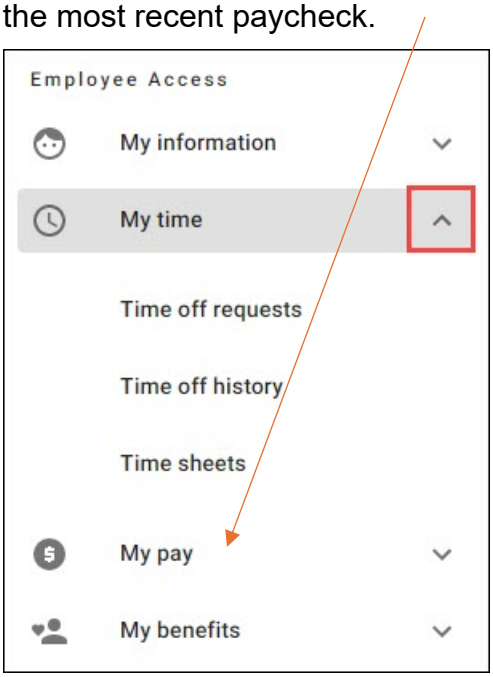


The menu consists of three sections:

1. Home—Displays the home page.

2. Manager Access—Includes programs designed for managers and supervisors to manage information about their employees. Manager Access is only displayed to users who are properly set up as managers or supervisors in their ERP system.
3. Employee Access—Contains the pages intended for an organization's employees to manage information.

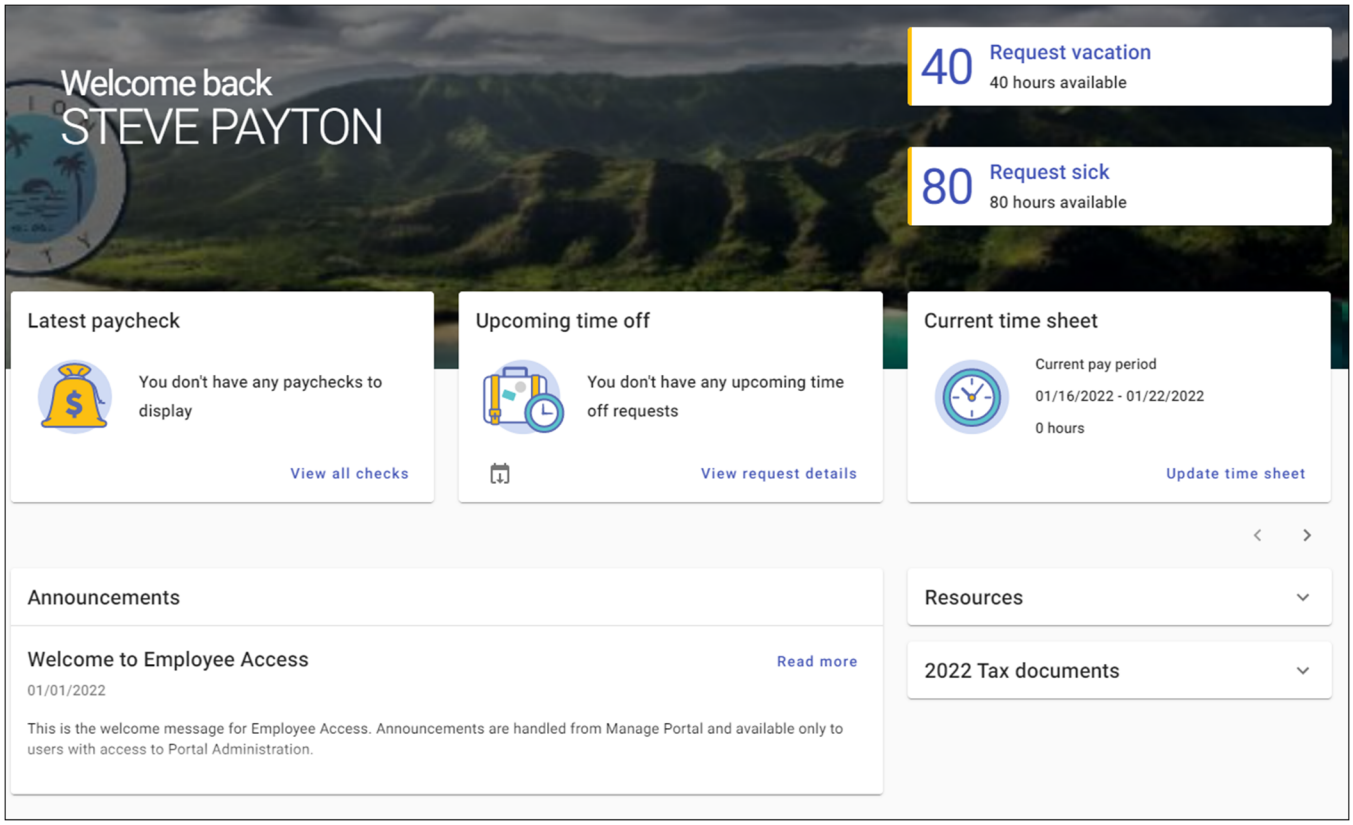
Clicking a menu item with a down arrow displays pages where you can take specific actions. For example, when you click My Pay, Employee Access displays the pages for the most recent paycheck.



Main Panel

The main panel displays information based on your organization's settings. Some boxes contain static information, such as announcements, resources, or tax documents, while other boxes allow you to view basic information as well as navigate to a page within Employee Access where

you can take action, such as requesting tax changes to your paycheck.



- Request Vacation

Are disabled. All requests for use of vacation are processed through **FRONTLINE ONLY**.

- Request Sick

Are disabled. All requests for use of vacation are processed through **FRONTLINE ONLY**.

- Latest Paycheck

The Latest Paycheck box displays the date, take home pay, and total pay of your latest paycheck, if enabled. By default, the values of the take home pay and total pay are hidden; the Show Paycheck button reveals the take home pay and total pay values. When you select Show Paycheck, the program replaces the icon with the Hide Paycheck button. Selecting Hide Paycheck hides the values and changes the button back to Show Paycheck. Selecting View Paycheck displays a file of the paycheck advice.

Selecting View All Checks displays Paycheck History, which displays checks for the current year (and you can view checks from other years by changing the value of the Year list). See My Pay, for more details.

- Announcements

The Announcements box displays a preview of the most recent announcement from your organization. Announcements are maintained by administrators in Admin Center.

Selecting Read More displays the full message.

- Resources

Resources displays resources available to employees, such as links to helpful websites from benefits providers or files such as employee handbooks or company pay schedules. Resources are maintained in your organization's ERP system in the Tyler Employee Access Settings program. Click the Resources button in the toolbar to add, update, or delete resources. For more information, check the Employee Access Administration Guide.

- Tax Documents

Tax Documents displays tax documents available to you for the current year, such as Forms W-2 or 1095.

My Pay

My Pay contains:

- Pay & Tax Information—Includes pay information such as direct deposit and recent paychecks, tax documents, and year-to-date pay information.
- Paycheck Simulator—Allows you to simulate a paycheck using different criteria, such as changes to benefits or deductions.
- Payroll Calendar—Displays a payroll calendar.

Pay & Tax Information

The Pay & Tax Information page includes information from current and historical payrolls relative to your pay and tax details. The page contains three tabs:

- Overview
- Year-to-Date Pay
- Compensation Statement

Overview Tab

The Overview tab contains basic pay and tax information, including cards with information about:

- Recent Paychecks
- Direct Deposit
- Current Jobs
- Form W-4
- Tax Documents

- Tax Form Delivery

Recent Paychecks

Recent Paychecks contains information about a paycheck in graphical and list form.

Define the Paycheck list to review information about a check. The program refreshes the pie chart and table of data to depict the total pay, benefits, retirement, taxes, other deductions, and take-home pay.

Paycheck History refreshes the page and shows a table of paycheck data for the current year. To change the year, select a new value in the Year field. Modify the Rows Per Page list to change the number of records shown on the screen. The left and right arrows display additional records.

View Paycheck displays an image of the check advice in a new window.

Direct Deposit

Direct Deposit shows the bank name, account type, and Percentage/Amount/Remaining setting.

When a direct deposit is updated, the employee and Human Resources receive an email notification according to the Contact Emails in Enterprise ERP Tyler Employee Access Settings.

Editing Direct Deposit Information

To edit your direct deposit information:

1. Select Edit.
   The program displays the Edit Direct Deposit box.
2. Maintain the direct deposit details, including the bank name, routing number, accounting type, and Percentage/Amount/Remaining setting, as desired. By default, the routing number and account number are hidden; selecting Show displays the values. When you do this, the program replaces Show with the Hide button; select it again to hide the information.
   To upload a file, click Select Files or drag a file over the upload box. Up to five documents can be attached to a direct deposit.
   To add an additional direct deposit account (for example, to direct a portion of pay to a savings account), select Add Account, and update the details.

3. Select Save when you are finished or select Cancel to cancel your edits. To delete a direct deposit record, select Delete.

Current Jobs

Current Jobs displays your current job, salary, department, and start date. This card is display-only. If you have multiple jobs, each is displayed.

W4

W4 displays your Form W-4 data.

The Edit button displays the Edit W4 box, where you can edit Form W-4 data if a W-4 is on file for you.

When a W4 is updated, the employee and Human Resources receive an email notification according to the Contact Emails in Enterprise ERP Tyler Employee Access Settings.

Tax Documents

Tax Documents displays tax documents available to you.

Selecting Go to Pay & Tax displays Pay & Tax Information, where you can see more details about your pay.

Tax Form Delivery

Tax Form Delivery displays the delivery options for Form 1095-B/C and Form W-2.

To edit tax form delivery options, select Edit and choose Mail, Primary Email, Alternate Email, Mail and Primary Email, Mail and Alternate Email, or Employee Access Only, as desired. You must select a value for each tax form.

When tax form delivery options are updated, the employee and Human Resources receive an email notification according to the Contact Emails in Enterprise ERP Tyler Employee Access Settings.

Year-to-Date Pay Tab

The Year-to-Date Pay tab displays the Total Pay and Deductions card showing the Take Home Pay view by default.

To change the view, select Take Home Pay and then select Total Pay or Deductions.

Compensation Statement Tab

The Compensation Statement tab displays the Total Compensation, Statement Information, and Statement Details cards. The information in this tab is maintained in your organization's ERP system.

The Total Compensation card contains information about pay and benefits the employee earns. By default, it displays the Total Compensation view; select the View list and then select Paid Compensation or Employer Paid Benefits to change the information shown.

The Statement Information card shows the calendar year, job title, and the statement date.

The Statement Details card displays additional information about types of compensation provided to you by your organization.

Paycheck Simulator

Paycheck Simulator displays the Pay Details card, which allows you to simulate adjustments to your pay, taxes, and deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records. Paycheck Simulator allows you to run multiple simulations and save them so you can compare how changes to your pay, taxes, or deductions would affect your paycheck. At the bottom of the Pay Details card, click Results to see previously run simulations.

Simulating Changes to Your Paycheck

To simulate changes to your paycheck:

1. Select the pay cycle for which to simulate a change. Pay cycle options depend on the setup in your organization's ERP system.
2. Enter a name, if desired. When comparing against a second scenario or a real paycheck, a name can be helpful for easy identification.

3. Enter the earnings, taxes, and deductions changes, as desired. Fields with a red asterisk are required.
4. Click Calculate.
   The program displays the Simulation Results card with the Compare menu option highlighted and your test scenario compared side by side with your paycheck. Select the values in the Paycheck 1 or Paycheck 2 list to change the scenarios that are being compared. The Simulation Results card also displays previously run simulations in a list under the Compare menu option. Click Remove All to clear this list and return to the Pay Details card.

Payroll Calendar

Payroll Calendar displays a payroll calendar set up for the current fiscal year. Payroll calendar information is set up and assigned to you in your organization's ERP system.

By default, the program displays a calendar view and a Filters pane indicating the year and name of the calendar viewed. The Filters pane contains the options for customizing your calendar view. Select a new value in the Year or Calendar list to view a different calendar. The Filters pane also depicts the pay types shown on the calendar.