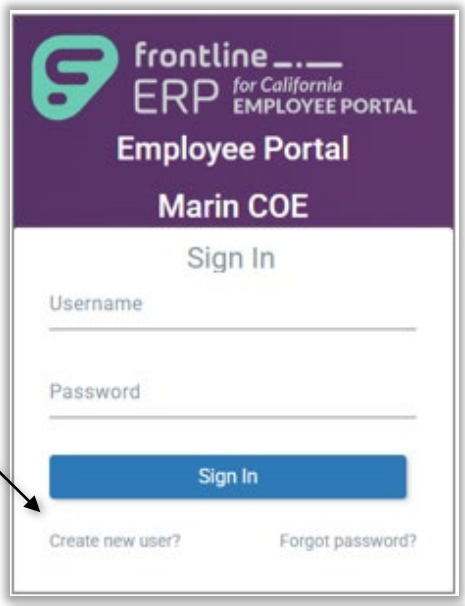
Frontline Employee Portal

Use the Employee Portal, to access your pay stubs, reimbursements, W2s, and 1095-C's and more! View your personal contact information, health benefits, and leave balances. Employees can try different scenarios for changes to taxes, including marital status, allowances, additional deductions and more.

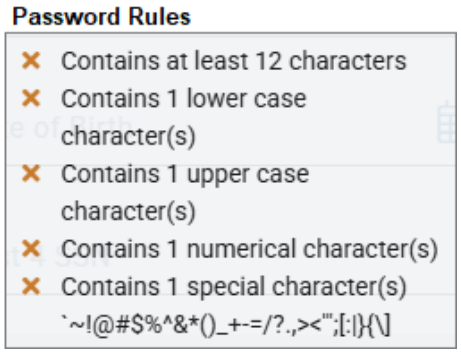
Future updates to the new Employee Portal will include an employees ability to submit requests to change federal and state withholdings, or request a demographic change, such as a change to their home address. These requests will be routed through an approval process before posting to the Employee Portal and notifying the employee of the change via email.

Create a New User

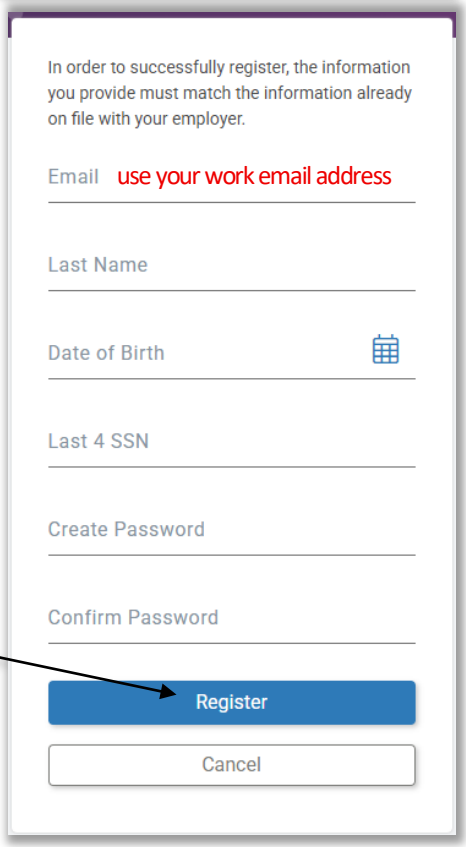
Using any browser, enter the following URL in your web browser address bar:
https://marinportal.xcoe.online/#/login
First time users will need to register. Select "Create new user?".



Fill out all the information fields in the registration window.
The information MUST match what your employer has on file in ERP.
(email should be your work email address).

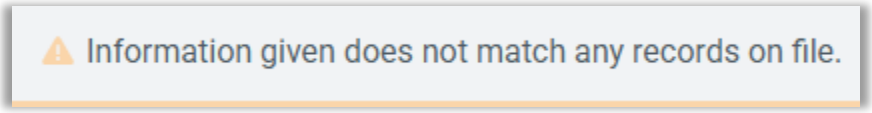


Once the fields are complete, select "Register".



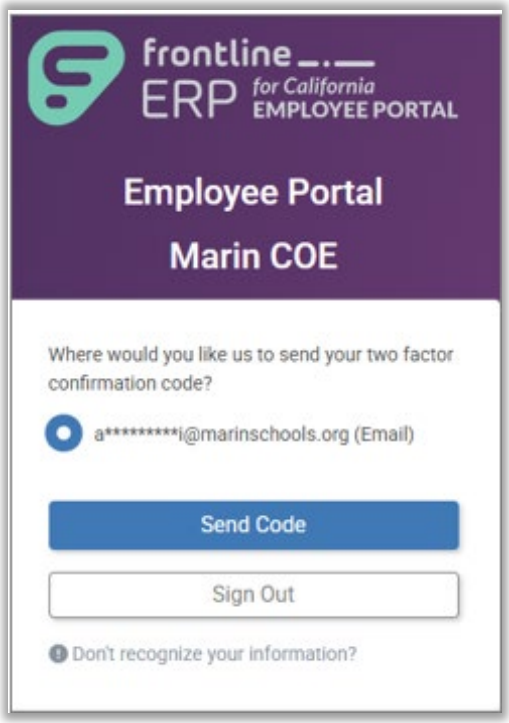
Frontline Employee Portal

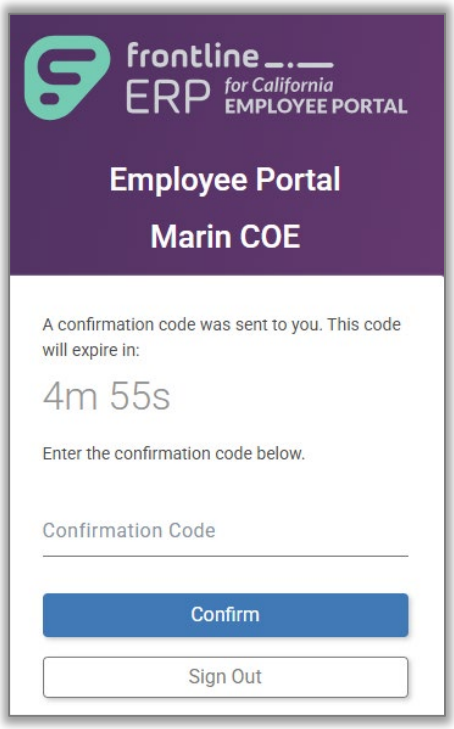
If the information entered does not match your Employment record within your district, you will receive the following message:



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

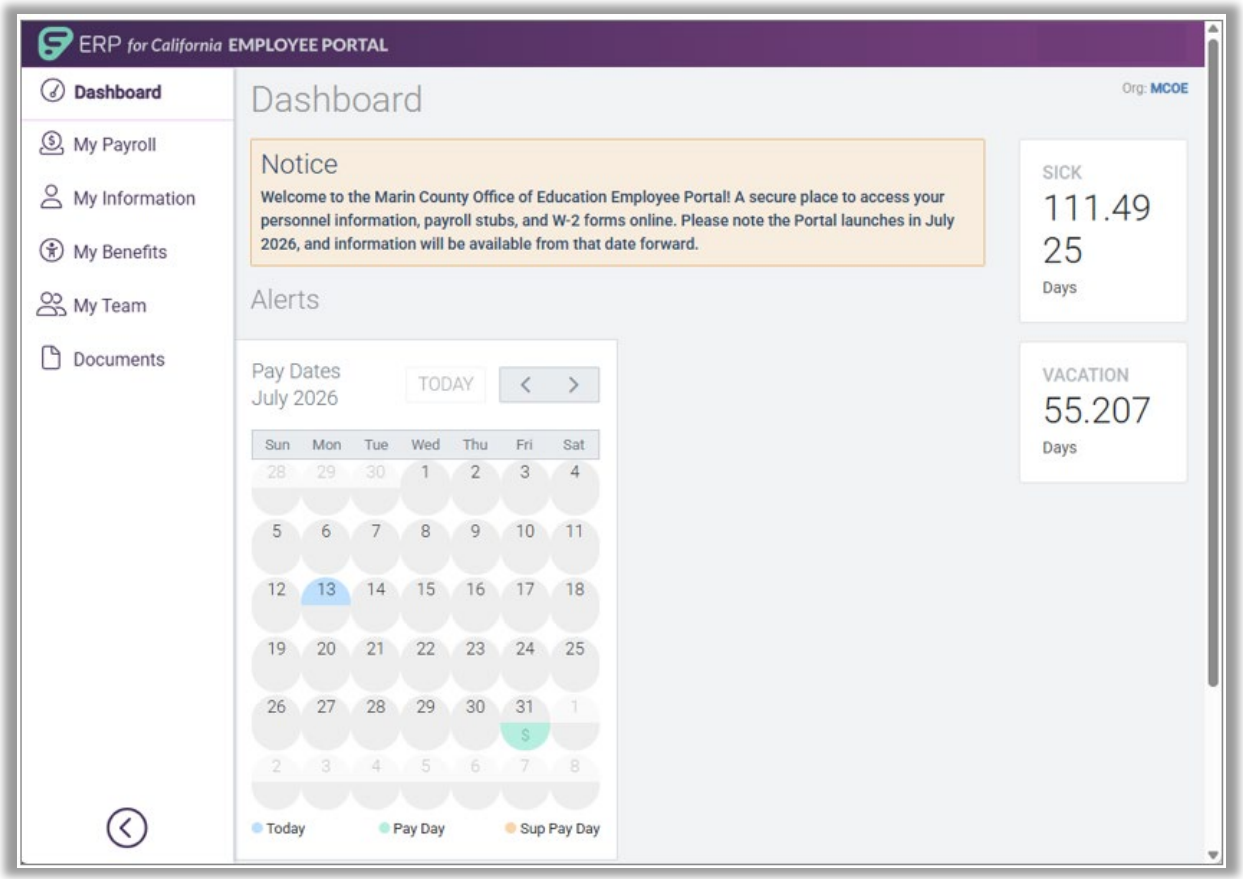
Select an email address for your two-factor confirmation code to be delivered to, then click "Send Code".
You will have 5 minutes to enter the Confirmation Code and click "Confirm".





Frontline Employee Portal

If you've reached this page, congratulations, you have successfully registered for the Employee Portal! 🎉

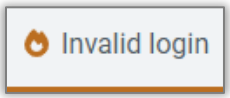


Once you have successfully logged in, you may be asked to choose an organization if you have worked in multiple school districts within Marin County. Use the dropdown to choose which district and then click "Select".

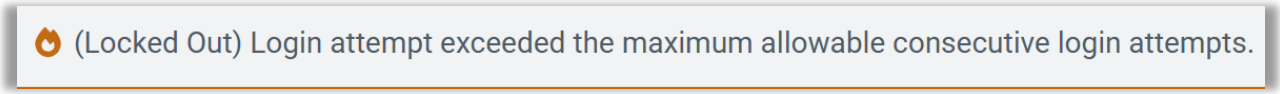
Frontline Employee Portal

Trouble Logging In?

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



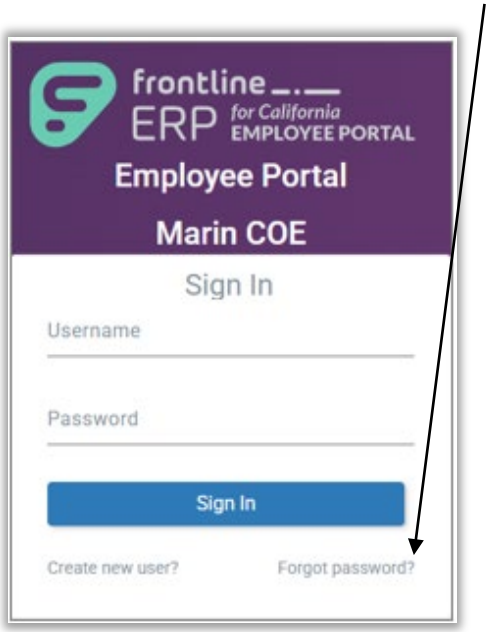
You will have 5 attempts to log in. If you are unsuccessful after the 5th attempt, you will receive the following message:



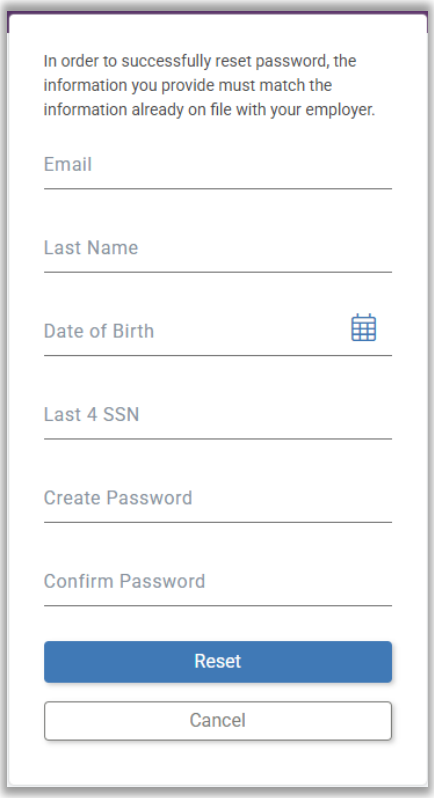
Your account can be reset using any of the following methods:

1. After waiting 5 minutes, the account will reset on its own and you can try to login again.
2. Designated district staff with applicable user-based activity permissions can perform the task in Employee Management.

If you forget your password, click "Forgot Password?".



You will be asked to complete the matching employment information again and to create a new password that matches the password criteria, and then click "Reset".



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Employee Portal Basics

Dashboard

From the Dashboard, you can explore the various menu options. 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.

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 EmpID.
- W2 Statements – Provides links to W2 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 (*Coming soon)*.

My Information

- Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency.
  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 *(Coming soon).*
- Assignments – Lists an employee's past, current, and future assignments.
- 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.

My Benefits

- Leave balances – Shows the leave balances that a district has chosen to display.
- Leave uses – Shows the leave transactions for the balances shown, including pending transactions.
- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.
- Dependents – Shows minimal information from the active dependent records for the employee.

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.