

Welcome to Employee Access!

Employee Access is our new Employee Self Service application that provides a more user-friendly interface and increased security to protect you, our employees.

To access, please log in to <https://helenapublicschoolsmt.tylerportico.com/tesp/employee-selfservice/home> Your username and password will be your email address and network password for the district.

Note that the first time logging into this new site will require you to enter the last four digits of your social security number, date of birth, and zip code to confirm your identity.

Employee Access Overview

My Dashboard

My Dashboard provides at-a-glance information including District Announcements and links to important Resources.

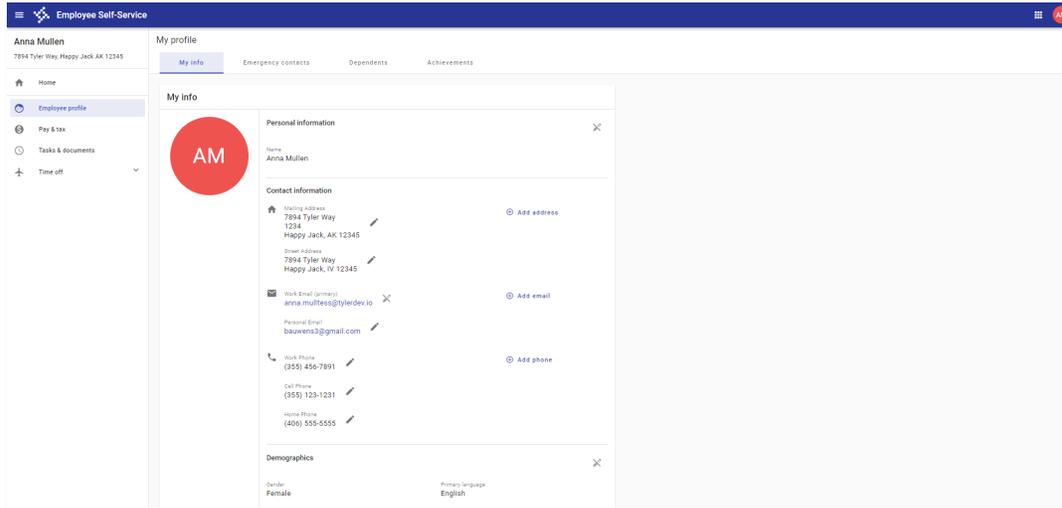
The screenshot shows the Employee Self-Service dashboard for Anna Mull. The header includes the user's name, address, and contact information. The main content area is divided into several sections: Announcements (2), Recent paychecks, Resources, and Upcoming time off. The Announcements section includes a welcome message to TESS and an ancient announcement. The Recent paychecks section shows a table with columns for Date, Take Home Pay, and Gross Pay. The Upcoming time off section shows a list of leave requests with details.

Date	Take Home Pay	Gross Pay
01/10/2020	2,000.00	2,000.00
12/27/2019	2,000.00	2,000.00
12/13/2019	2,000.00	2,000.00

Leave Type	Start Date	End Date	Days Available
Classified Personal Leave	Fri 03/13/2020		3
Classified Sick Leave	Mon 03/16/2020		10.25
Classified Vacation	Wed 03/18/2020		1.00
Classified Vacation	Thu 03/19/2020		1.00
Classified Vacation	Fri 03/20/2020		1.00
Classified Vacation	Thu 03/26/2020		1.00
Classified Personal Leave	Thu 03/26/2020		1.00

Employee Profile

Employee Profile allows you to view the contact information on file with the District. If applicable, you may also edit your information from here. Additional tabs allow you to add and maintain Emergency Contact Information, Dependents, and view Education and Certification information.

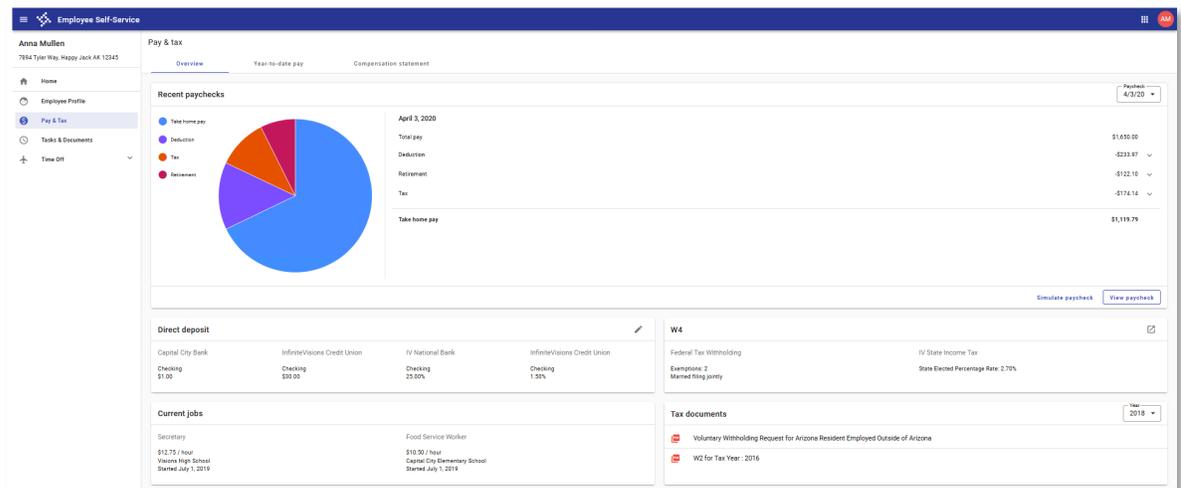


Pay & Tax

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the Paycheck Simulator and PDF copies of pay stubs from here.

Pay & Tax is also where you may view your direct deposit information on file and edit if applicable, view and update W4 information, access W2 documentation, and view your job information.

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



Tasks & Documents

Tasks & Documents provides access to approving Contracts and Tasks, adding Forms (if applicable), viewing completed tasks, and documents associated with your employee record.

The screenshot shows the 'Tasks & Documents' interface for Anna Mull. The page is divided into three main sections: Outstanding tasks, Completed tasks, and View documents. The 'Outstanding tasks' section shows 'No outstanding tasks'. The 'Completed tasks' section is a table with columns for Title and Date completed, listing four items: Department Head (04/01/2020), Asst Football Coaching Contract (03/30/2020), Mentor Teacher Contract FY1920 (03/26/2020), and Overtime Request (01/31/2020). The 'View documents' section is a table with columns for Title and Date added, listing five items: FMLA Request, FMLA Certification, Field Trip, FLSA Document, and Other, all dated 01/07/2020. A left sidebar contains navigation options like My Dashboard, Employee Profile, Pay & Tax, Tasks & Documents, and Time Off.

Time Off

The Time Off menu allows you to view detail transactions within the Transaction screen.

The screenshot shows the 'Time Off' interface for Anna Mullen. It features a 'Balance summary' section with five cards: Alpha - Compensatory Time-Hrs (10), Classified Personal Leave-Days (3), Classified Sick Leave-Days (9.5), Classified Vacation-Days (15), and Leave Without Pay-Days (0). Below this is a 'Request time off' section with a calendar for August 2020. The calendar shows a request for 'Classified Sick Leave-Days' on August 19, 2020, and August 21, 2020. A 'Comments' field and 'Submit' button are visible. On the right, an 'Upcoming time off' section lists six transactions in progress, including Classified Personal Leave-Days and Classified Sick Leave-Days, with their respective dates and durations. A 'Rejected (1)' notification is also present.

To request time off:

- Select the Leave Plan in Type and the Specific Use if necessary.
- Select the dates of the request. As dates are selected, they will populate to the right of the calendar.
- If the days or hours need adjusted, select the Edit icon and adjust accordingly.
- If a day needs split between two different leave plans, select the Edit icon and select Add Request to split the time.
- Enter a Comment and select Submit.