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.
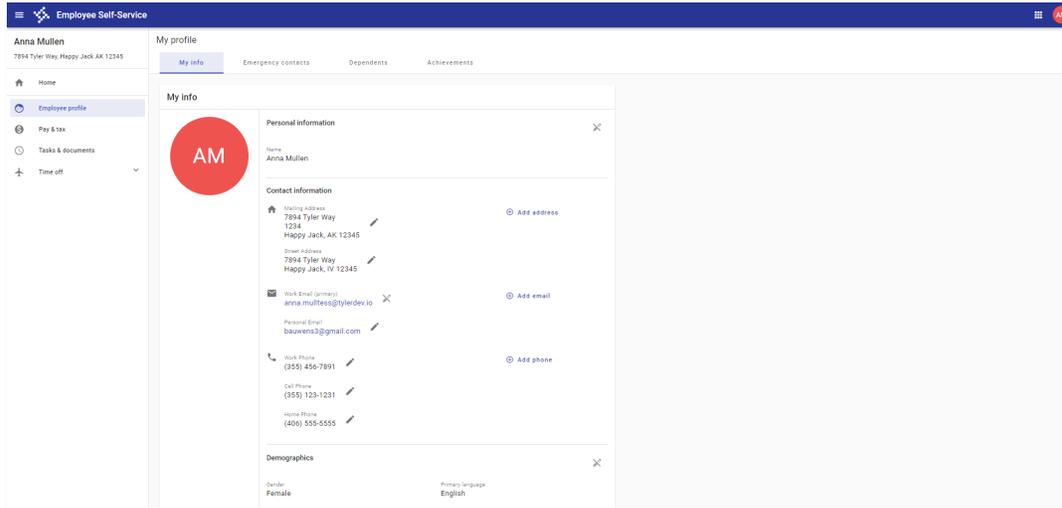
Employee Profile

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.

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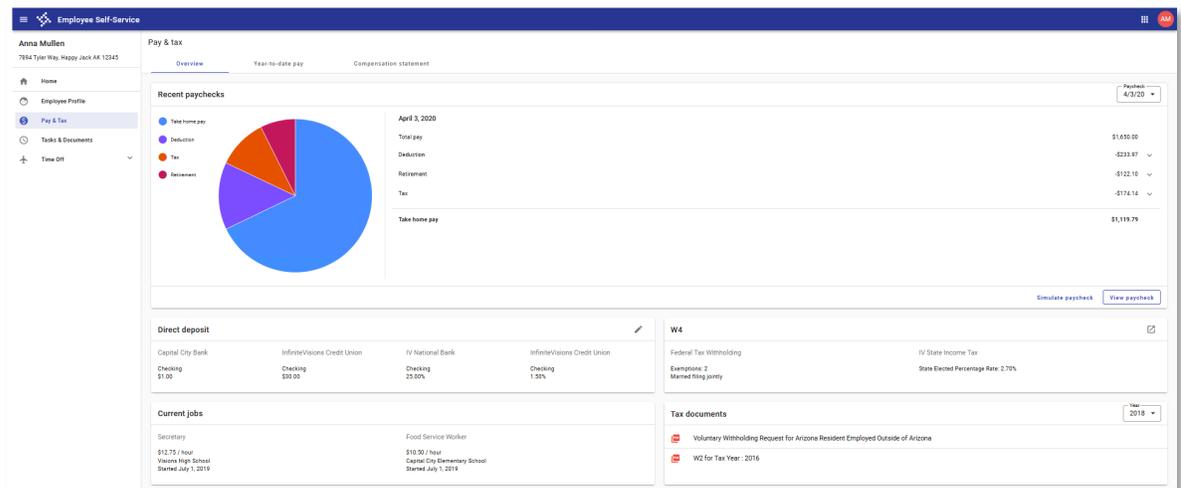
Tasks & Documents

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

Time Off

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

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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.

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