# Welcome to Tyler's Employee Access!

Tyler's 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://msad75topshamme.tylerportico.com/tesp/employee-selfservice/.

Your username and password will be your district email address and district email password.

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 your <u>home</u> zip code to confirm your identity.

# **Tyler's Employee Access Overview**

#### **My Dashboard**

My Dashboard provides at-a-glance information including District Announcements and links to important Resources. This also includes a quick check view.

= 🐝 Employee SelfServ	ice				# 🤷
Anna Mull 1111 Test St., Chandler AZ 85225 Change	Welcome back Anna Mull!			Classified Personal Leave 3 Days Available Request Leave	Classified Sick Leave 10.25 Days Available Request leave
A My Dashboard	Announcements (2)		Upcoming time off		
C Employee Profile	12/26/2019				
Pay & Tax     Tasks & Documents	Welcome to TESS This is a test of the TESS announcements system.		Classified Vacation Fn 03/13/2020	0.50 day(s)	
★ Time Off		01/27/2819 Ancient Announcement without an end date This is an announcement from the past to test date range, it has no end date.			Details 1.00 day(s)
	This is an announcement from the past to test date rang	es, it has no end date.	Man 03/16/2020	Details	
	Recent paychecks		0	Classified Vacation Wed 03/18/2020	1.00 day(s)
	Date	Take Home Pay	Gross Pay		Details
	01/10/2020	100.7	1,000.00	Classified Vacation Thu 03/19/2020	1.00 day(s)
	12/27/2019	1.11.10	10000		Details
	12/13/2019	10.1	1,000	Classified Vacation Fri 03/20/2020	1.00 day(s)
				Details	
			Classified Vacation Thu 03/26/2020	1.00 day(s)	
	Resources				Details
				Classified Personal Leave Thu 03/25/2020	1.00 day(s)
	Expense Reimbursements				Details





## **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.

=	Service	e	
	a Mullen	My profile	
	Tyler Way, Happy Jack AK 12345	My info Emergency contacts Dependents Achievements	
	Home	My info	
	Employee profile	Personal information	×
0	Pay & tax Tasks & documents		×
*	Time off	AIM Anna Mullen	
		Contact information	
		toticity software     79494 John Way     1234     Noppy Jack, AK 12345     Small Allerer     79494 John Way     Hoppy Jack, NV 12245	
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		Demographics Gardar Prima Sergisa Petrale English	х

#### Pay & Tax

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the Pay Check 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.



= 🌾 Employee Self-Service	•								II 🤐
Anna Mullen 7894 Tyler Wey, Happy Jack AK 12345	Pay & tax	Year-to-date pay Compensati	on statement						
Home     Employee Profile	Recent paychecks								Paysheck 4/3/20 •
<ul> <li>Pry &amp; Tax</li> <li>Task &amp; Descents</li> <li>↑ Tree OF</li> </ul>	Yahora py     Industry     Tri     Trister		Agel 2, 2020 Tona yay Daduction Daduction Tau Tau					Simulate paytheck	81.690.00 -223.87 v -9122.10 v -3174.14 v 81,119.79 View paycheck
	Direct deposit		/		/	W4			
	Capital City Bank Checking \$1.00	InfiniteVisions Credit Union Checking \$30.00	IV National Bank Checking 23.00%	Infinite/Visions Credit Union Checking 1.59%		Federal Tax Withholding Exemptions 2 Martied filing jointy	IV State Income Tax State Elected Percentage Rate: 2.70%		
	Current jobs					Tax documents			2018 ¥
	Secretary \$12.75 / hear Visiona High School Started July 1, 2019		Food Service Worker \$10.50 / hour Capital City Elementary School Started July 1, 2019			Voluntary Withholding Request for Arizona Resident Employed Outside o	f Arizona		

## 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 such as CHRC and State certification information.

	Tasks & Documents			
a Mull st St., Chandler AZ 85225 ge	Outstanding tasks			
My Dashboard			No outstanding tasks	
Employee Profile	Completed tasks		Data completed	
Pay & Tax	0	Department Head	04/01/2020	View
Tasks & Documents	٢	Asst Footbell Coaching Contract	03/30/2020	View
Time Off	Č 📀	Mentor Teacher Contract FY1920	03/26/2020	View
	0	Mentor Teacher Contract FY1920	03/26/2020	View
	0	Overtime Request	01/31/2020	View
	View documents			
	Title		Date added	
		FMLA Request	01/07/2020	View
	A	FMLA Certification	01/07/2020	View
		Field Trip	01/07/2020	View
	А	FLSA Document	01/07/2020	View
		Other	01/07/2020	View
	Employee forms			
			No forms	

## Time Off

The Time Off menu allows you to view detail transactions within the Transaction screen. You will continue to request time off as you have in the past. Leave balances will be available to view as well.



Employee Self-Servic					
<b>fullen</b> r Way, Happy Jack AK 12345	Time off				
lome	Balance summary Breakdown				
mployee profile	Alpha - Compensatory Time- Hrs Days		ed Vacation-Days	5	
iy & tax	10 3	9.5 15 days available			
sks & documents	hours available days available				
me off ^					
quests	Request time off			Upcoming time off	
insactions	Classified Sick   Specific use  Selected date	8		In Progress (6)	
	August 2020 → Wednesday, A     Classified Sick	ug 19, 2020 .eave-Days - 1 day	/ #	Classified Personal Leave-Days Fit 06/19/2020	
	Sun Mon Tue Wed Thu Pri Sat Friday, Aug 21	, 2020 Leave-Days • 1 day	/ #		
	Uissameu oluk. 1	zeverbays - I bay		Classified Personal Leave-Days Fit 06/19/2020	
	2 3 4 5 6 7 8				
	9 10 11 12 13 14 15			Classified Personal Leave-Days Fit 06/19/2020	
	16 17 18 19 20 21 22				
	23 24 25 26 27 28 29			Classified Sick Leave-Days Fri 06/19/2020	
	30 31				
				Classified Sick Leave-Days Mon 06/22/2020	
	Comments				
				Classified Personal Leave-Days Thu 07/02/2020	

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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.

