

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 home 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.**

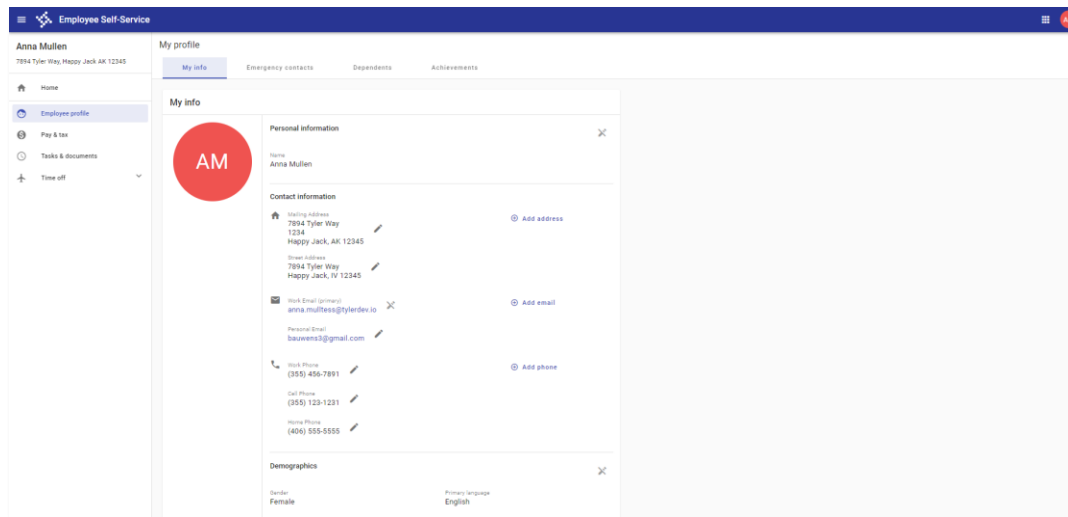
The screenshot shows the 'Employee Self-Service' dashboard for user Anna Mull. The header includes the user's name, address (111 Test St., Chandler AZ 85225), and a 'Change' link. The dashboard is divided into several sections:

- Welcome back Anna Mull!**: A notification that there are 2 announcements to review.
- Classified Personal Leave**: 3 Days Available, with a 'Request Leave' button.
- Classified Sick Leave**: 10.25 Days Available, with a 'Request Leave' button.
- Announcements (2)**:
 - 12/26/2019: **Welcome to TESS** - This is a test of the TESS announcements system.
 - 01/27/2018: **Ancient Announcement without an end date** - This is an announcement from the past to test date ranges, it has no end date.
- Recent paychecks**: A table with columns for Date, Take Home Pay, and Gross Pay.

Date	Take Home Pay	Gross Pay
01/16/2020	2,800.00	3,200.00
12/23/2019	2,800.00	3,200.00
12/18/2019	2,800.00	3,200.00
- Resources**: A link to 'Expense Reimbursements'.
- Upcoming time off**: A list of 7 items in progress:
 - Classified Vacation Fri 03/13/2020 (0.50 day(s))
 - Classified Personal Leave Mon 03/16/2020 (1.00 day(s))
 - Classified Vacation Wed 03/18/2020 (1.00 day(s))
 - Classified Vacation Thu 03/19/2020 (1.00 day(s))
 - Classified Vacation Fri 03/20/2020 (1.00 day(s))
 - Classified Vacation Thu 03/26/2020 (1.00 day(s))
 - Classified Personal Leave Thu 03/26/2020 (1.00 day(s))

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.

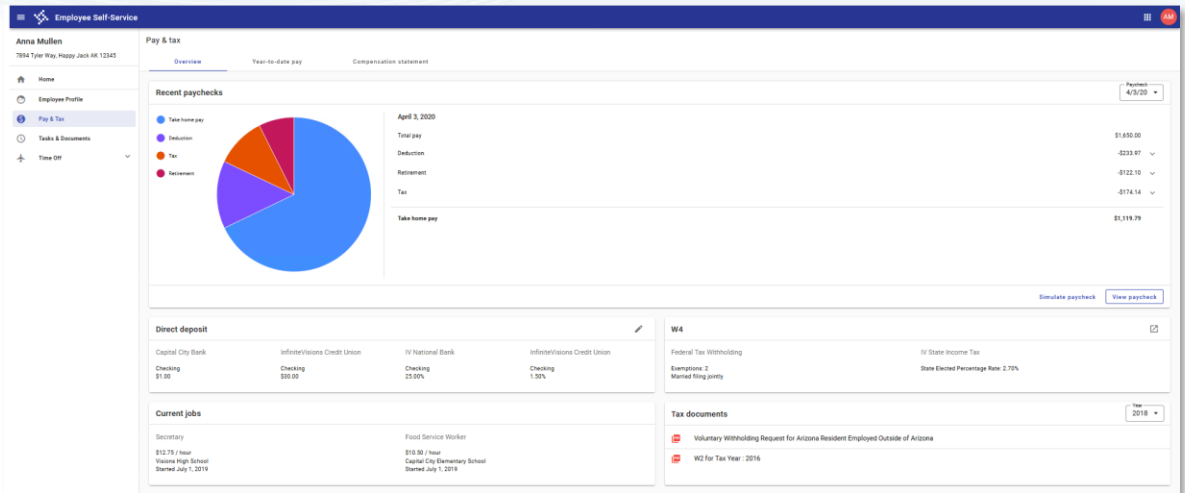


Pay & Tax

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

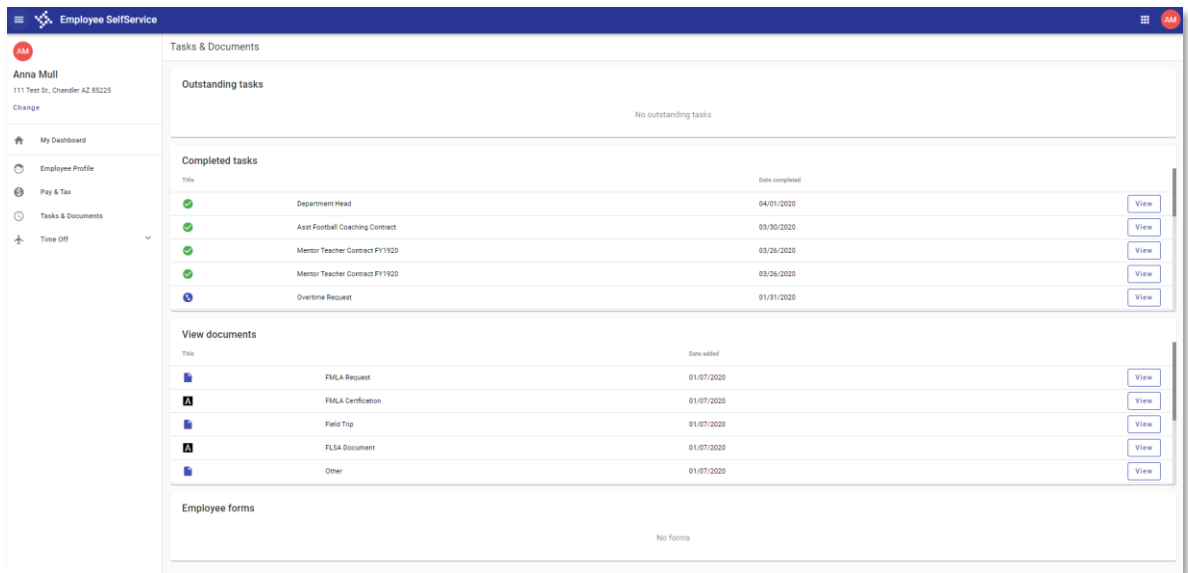
Pay & Tax is also where you may view your direct deposit information on file and edit if applicable, view and update W4 information, access W2 documentation, and view your job information.

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



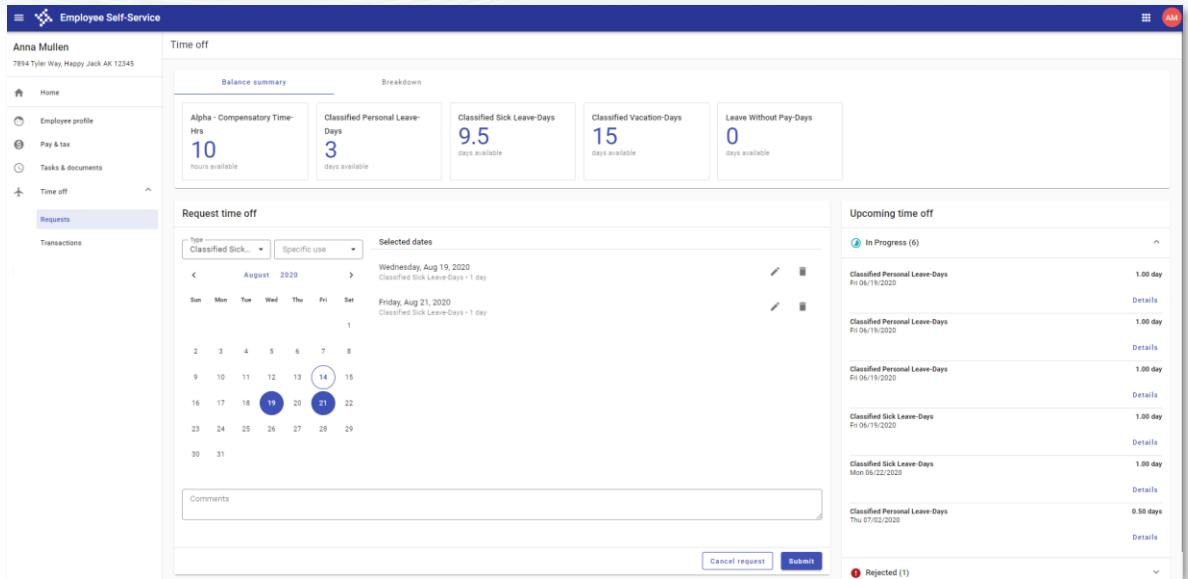
Tasks & Documents

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.



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.



This page will be deleted before distribution.

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.