EMPLOYEE ACCESS

THE BASICS
FOR NEW HIRES

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Go to Employee Access:
Employee Access is an application that has several functions and variations a district could utilize. Your district may not be using all of the functions shown here. The Employee Access tabs that you see in this document will probably differ from those you see on your screen.

The purpose of this handout is to give new hires an overview of the two most commonly used parts of Employee Access, **Employee Information** and **Time Off** and the sub options within each.
Before we begin.....

**Tips to remember:**

- On any screen listing several summary lines (Browse Screen) you can expand the summary line to show more detail by clicking the small arrow on the far left of each line.

- On any screen listing several summary lines (Browse Screen) you can sort the data displayed by clicking the heading area above a column. The entire screen will resort by the column you click on.

- You can change the number of records displayed on a browse screen by adjusting the “Records Displayed” at the bottom left of the screen.

- You can Chart, Export to Excel, or create a Printer Friendly display with a click of an icon.

How to **Expand** a summary line:
How to **Re-Sort** a browse screen:

**Original Order is by Year**

- Click on the column heading Net Amount and the table is resorted by Net Amount.

**Re-Sorted by Net Amount**
How to **change the number of records displayed** on a browse screen:

The default number of records displayed is 20

![Image showing how to change number of records displayed](image)

**WARNING:** The higher the number of records displayed, the longer it will take the system to refresh the browse screen. For 50-100 records it will take seconds, 1000-2000 records will take minutes. Depending on the size of your district it could take up to 5 minutes to refresh the screen at 2000 records.
How to **Graph**, **Export to Excel**, or **Print the data** on a browse screen:
At the upper right of every browse screen there are 3 tool icons that will Graph, Export to Excel, or Print the data on the screen in that order.
Getting Started

From your Home Screen Menu select **Employee Access**

Under **Employee Access** there are two tabs to view your individual information
- Employee Information
- Time Off

### The Employee Information tab:
Employee Information has 2 sub Tabs.
- Employee Information
- Payroll

### The Time Off tab:
Time Off has 2 sub options
- My Status
- My Requests
What You Have Access To

**Employee Information:** Employee Information has up to 4 sub options

- Personal Information
- Calendar
- Accounts Payable Payments
- Online Forms

**Employee Information:** Has two sub options. Demographic & Personnel

**Demographic:**
- Employee Info: Displays your Name, Phone, Race & Ethnicity information
- Address: Displays your Primary and Mailing address

**Personnel:**
- Personnel Info: Displays your Employee Type, Hire Date, Start Date, Building Location, Check Location, State ID
- Lane/Step History: Displays the history of your Placement, Effective Date, Lane/Step, Credits
- Professional Development: Displays your Degree/Credit information including Institution, Description, Start/Completed Dates, Credits Attempted/Earned

- Assignments: Per Assignment Year Displays your Position Type, Assignment, Group, Building

- Certifications: Displays your Certification Type, Certification #, Endorsement, Eligibility, Scope, State, Issue/Expiration Dates, Institution
Calendar:
- The Calendar will display District Information, Events, and your Time Off Requests by Date

Accounts Payable Payments:
- Displays your Expense Reimbursements by date including Check Number and Check amount
- Displays of Checks and Invoices information is also available

Employee Online Forms:
Payroll Information:
Employee Information tab:

Payroll has 7 sub options

Check History:
• Displays your Payroll information by pay date including Check Date, Check Number, Gross Wages, Net Amount
• Displays of Checks and YTD Amounts are also available
Check Estimator:

- This option allows you to estimate what your pay would be if you were to change any of the factors that determine your Gross & Net Pay. This WILL NOT change your actual payroll information; it is only a simulation of how changes would affect your pay.
- Items that you may adjust include Marital Status, Exemptions, Base Contract/Additional Pays, Deductions, Benefits.
- Based on the scenario you set up the system will generate a simulated payroll stub.
Calendar Year-To-Date:
- For each Calendar Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Calendar Year is also available

Fiscal Year-To-Date:
- For each Fiscal Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Fiscal Year is also available
Direct Deposit Information:
- Displays Bank & Account information for where funds are Directly Deposited for you

W2 Information:
- For each Calendar Year will display Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State Information
- A printable W2 Information Statement for a selected year is also available

W4 Information:
- Displays your current W4 information including Tax State, Federal Marital Status, State Marital Status, Federal & State Allowances
- Your W4 information may also be printed
Time Off:
The Time Off Tab has 2 sub options

My Status:
- Displays Time Off Code, Allocated hours, Used hours, Remaining hours, Available hours, Unpaid hours for the Time Off Codes assigned to you
- Will also display and adjust for Approved & Waiting hours if Time Off Requests and Approvals is being used
My Requests:

- Displays a history of your Time Off Requests, both Time Off that has been approved or taken, and Requested Time Off. Details can be displayed by clicking the arrow to the left of each summary line.
- This is also where you enter Time Off Requests by clicking the Add button. The upper part of the screen will display a summary of your Time Off balances, the lower part of the screen is where you enter a new Time Off Request.