

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://bloomsdt206il.tylerportico.com/tesp/employee-selfservice/>. Your username and password will be your email address and GMAIL 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 home zip code to confirm your identity.***

Employee Access Overview

My Dashboard

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

The screenshot shows the Employee Self Service dashboard for Anna Mull. The user is logged in as Anna Mull (AM) with the address 111 Test St., Chandler AZ 85225. The dashboard features a navigation menu on the left with options: My Dashboard, Employee Profile, Pay & Tax, Tasks & Documents, and Time Off. The main content area is divided into several sections: 1. Welcome back Anna Mull! with a notification for 2 announcements to review. 2. Announcements (2): A 'Welcome to TESS' announcement from 12/26/2019 and an 'Ancient Announcement without an end date' from 01/27/2018. 3. Recent paychecks table with columns for Date, Take Home Pay, and Gross Pay, showing records for 01/10/2020, 12/27/2019, and 12/13/2019. 4. Resources section with a link for Expense Reimbursements. 5. Upcoming time off section showing 7 items in progress, including Classified Vacation and Classified Personal Leave with their respective dates and durations.

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.

The screenshot shows the 'My info' page for Anna Mullen. The page is divided into several sections: Personal information, Contact information, and Demographics. A red circular profile picture with the initials 'AM' is visible on the left. The Contact information section includes fields for Mailing Address, Street Address, Work Email, Personal Email, Work Phone, Cell Phone, and Home Phone, each with an edit icon and an 'Add' button. The Demographics section shows Gender as Female and Primary Language as English.

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.

The screenshot shows the 'Pay & Tax' page for Anna Mullen. The page features a 'Recent paychecks' section with a pie chart and a table of deductions. Below this is a 'Direct deposit' table, a 'W4' section, and a 'Current jobs' table. The 'Recent paychecks' table shows a total pay of \$1,650.00 for April 3, 2020, with deductions for Retirement (\$122.10) and Tax (\$174.14), resulting in a take-home pay of \$1,353.79. The 'Direct deposit' table lists three accounts: Capital City Bank, InVision/Visions Credit Union, and IV National Bank. The 'W4' section shows Federal Tax Withholding and IV State Income Tax. The 'Current jobs' table lists two positions: Secretary and Food Service Worker.

Tasks

My Tasks 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 'Employee SelfService' interface for user Anna Mull. The page is titled 'Tasks & Documents' and 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 contains a table with the following data:

Title	Date completed	Action
Department Head	04/01/2020	View
Asst Football Coaching Contract	03/30/2020	View
Mentor Teacher Contract FY1920	03/26/2020	View
Mentor Teacher Contract FY1920	03/26/2020	View
Overtime Request	01/31/2020	View

The 'View documents' section contains a table with the following data:

Title	Date added	Action
FMLA Request	01/07/2020	View
FMLA Certification	01/07/2020	View
Field Trip	01/07/2020	View
FLSA Document	01/07/2020	View
Other	01/07/2020	View

The 'Employee forms' section shows 'No forms'. A left-hand navigation menu includes options for My Dashboard, Employee Profile, Pay & Tax, Tasks & Documents (selected), Time Off, and a user profile icon.

My Time

The My Time menu allows you to view detail transactions and shows an accrual breakdown when activated.