

# 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://doltonriverdalesd148il.tylerportico.com/tesp/employee-selfservice>. This site will be available on the district website for you.

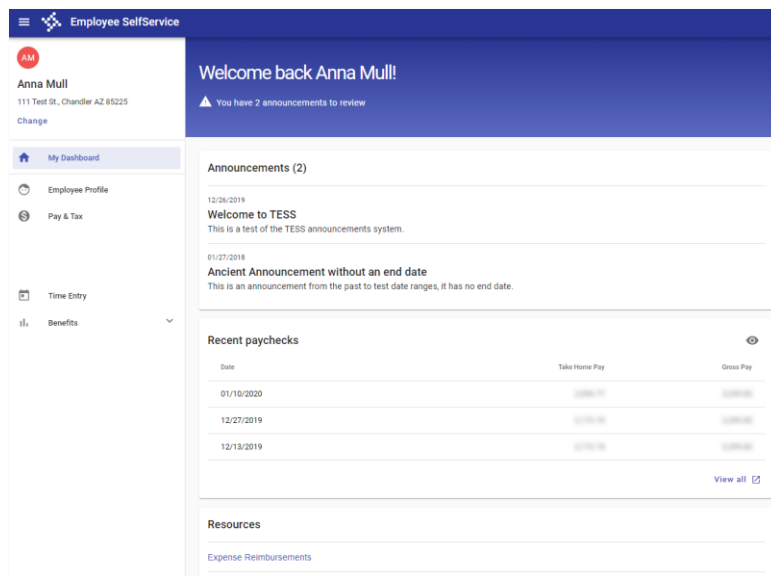
Your username and password will be your **email address** and **network password** for the district.

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

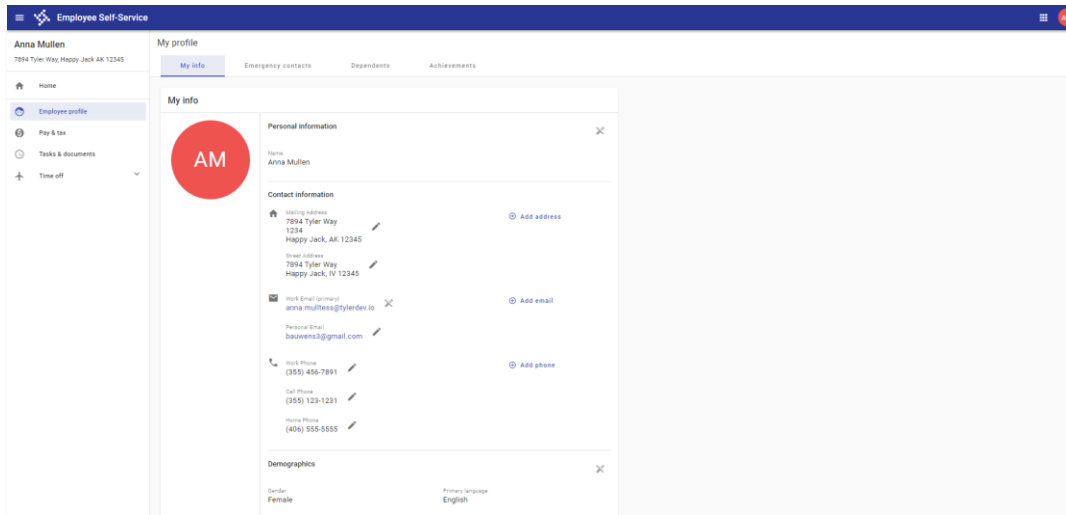
### My Dashboard

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.

**Employee Self-Service**  
 Anna Mullen  
 784 Tyler Way, Hazy Jack AZ 12345

**Pay & Tax**

Overview | Year-to-date pay | Compensation statement

**Recent paychecks** Paycheck: 4/3/20

Legend: Take home pay (blue), Deduction (orange), Tax (red), Retirement (purple)

**April 3, 2020**

Total pay	\$1,650.00
Deduction	-229.97
Retirement	-112.10
Tax	-178.14
<b>Take home pay</b>	<b>\$1,119.79</b>

Buttons: Simulate paycheck, View paycheck

**Direct deposit**

Bank	Account	Routing	Checking
Capital City Bank	Information Credit Union	10 National Bank	Information Credit Union
Checking \$1.00	Checking \$88.00	Checking 25.00%	Checking 1.50%

**W4**

Federal Tax Withholding	State Income Tax
Exemption: 2	State Exempt Percentage Rate: 2.70%
Married filing jointly	

**Current jobs**

Secretary \$12.75 / hour Vienna High School Started July 1, 2019	Food Service Worker \$10.50 / hour Capital City Elementary School Started July 1, 2019
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**Tax documents** Year: 2018

- Voluntary Withholding Request for Arizona Resident Employed Outside of Arizona
- W2 for Tax Year: 2016

## 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.

**Employee Self-Service**  
 Anna Mull  
 111 Test St, Chandler AZ 85225

**Tasks & Documents**

**Outstanding tasks**

No outstanding tasks

**Completed tasks**

Title	Date completed	Action
Department Head	04/01/2020	View
Assn 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

**View documents**

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

**Employee forms**

No forms

## Time Off

You will continue to use Frontline Absence Management (Aesop) for requesting time off.