

New User

The New User page establishes security information for a new user.



Employee Access

User Name:

Password:

County District: 146905

Login

New User

Forgot Password

IMPORTANT:
This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

To log on as a new user:

1. From the Employee Access logon page, <https://txeis.texasesc.net:8443/EmployeeAccess/app/login?distid=146905>, click **New User**. The New User page is displayed.
2. Type your **Employee Number**.
3. In the **Date of Birth** fields, type your birth date in the MM DD YYYY format.
4. In the **Zip Code** field, type your five-digit zip code.
5. Click **Retrieve**.
 - This data is verified to ensure that you are authorized to use the system.
 - The **Employee Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields are display only and cannot be modified.
 - Additional fields are displayed for the new user.
6. In the **User Name** field, type a six to eight character user name. (No embedded spaces are allowed.) The name must be unique within the district; it is case-sensitive and must contain at least one number.
7. In the **Password** field type a nine alpha-numeric password. It must contain upper and lower case letters, along with, at least on number and one special character. The password requirements are set in TxEIS Preferences.

8. In the **Password Verification** field, retype the eight to twelve alpha-numeric password that you typed in the **Password** field.
9. In the **Work E-mail** field, type the work e-mail address if it does not display. If a work e-mail address already exists, this field will not be available for modification.
10. In the **Home E-mail** field, type the home e-mail address if it does not display. If a home e-mail address already exists, this field will not be available for modification.
11. In the **Home E-mail Verification** field, retype the home e-mail address that you typed in the **Home E-mail** field (if available for modification).
12. In the **Hint Question** field, type a question you will be asked in the event that you forget your password at a later date.
13. In the **Hint Answer** field, type the answer to the hint. This is case-sensitive.
14. Click **Save**.

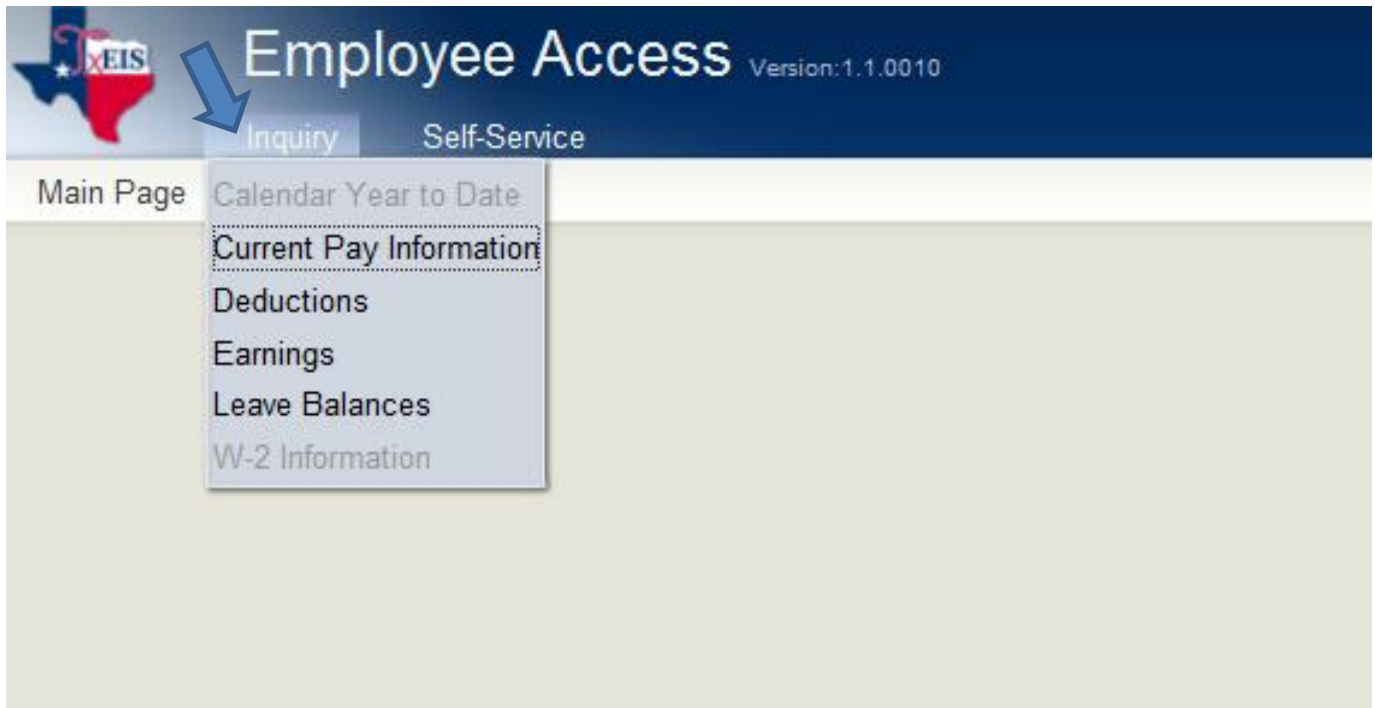
Forgot Password

The Forgot Password page assists you when you have forgotten your password.

To log on if you have forgotten your password:

1. From the Employee Access logon page, click **Forgot Password**. The Forgot Password page is displayed.
2. The **Employee Number** or **Social Security Number** field will be displayed depending on the district option settings. Type your employee number, or type your nine-digit social security number.
3. In the **Date of Birth** fields, type your birth date in the MM DD YYYY format.
4. In the **Zip Code** field, type your five-digit zip code.
5. Click **Retrieve**.
 - This data is verified to ensure that you are authorized to use the system.
 - The **Employee Number, Date of Birth, Zip Code, Last Name, and First Name** fields are display only and cannot be modified.
 - Additional input fields are displayed.
6. The hint question is displayed to which you provided an answer when you logged on as a new user. In the hint answer field, type the answer to the hint.
 - You have three opportunities to answer the question correctly.
 - If the question is not correctly answered, the answer will be protected, and you will be asked to call personnel at ext. 148 to have your security information deleted.
7. The e-mail address is selected to which you want your user name and password sent.
8. Click **Submit**.
9. The Employee Access logon page is displayed with the following message, "Temporary Password successfully created. Please check your e-mail."
10. Check your e-mail account for the user name and password, and log on again. The new password is valid for up to 24 hours.

Once you are logged in you will be taken to a screen similar to the one below. Under the **Inquiry Tab** you can access **Current Pay Information, Deductions, Earnings and Leave Balances**. The greyed out areas are inaccessible to you at this time.



Current Pay Information

The Current Pay Information page allows you to view your current pay information as it currently exists in your record. If you requested modifications such as to your withholding and exemptions, and those changes do not display, the records may not yet be updated within the district. If this page is not enabled, check with your district administrator as the district may have opted not to allow access.

To view current pay data:

1. From the Inquiry menu, select Current Pay. The Current Pay Information page is displayed with all jobs grouped by frequency.
2. Under **Employee Information**, the following fields of data are displayed:
 - Your first name, middle initial, and last name are displayed.
 - Your street number and street name are displayed.
 - In the **Employee ID** field, the number that identifies your records is displayed. Your social security number will not be displayed on this record.
 - Your city, state, and zip code are displayed.
 - In the **Date of Birth** fields, the date on which you were born (in the MM DD YYYY format) is displayed.

- In the **Phone Number** fields, the three-digit area code followed by the seven-digit phone number of your home are displayed.
- In the **Gender** field, your sex is displayed.
- In the **Degree** field, the degree (if any) you currently hold from an institute of higher learning is displayed. If this information is incorrect, please contact your HR Administrator.
- In the **Professional Years Experience** field, your total years of professional experience is displayed.
- In the **Professional District Experience** field, your total years of professional experience in the district is displayed.
- In the **Non Professional Years Experience** field, your total years of nonprofessional experience is displayed.
- In the **Non Professional District Experience** field, your total years of nonprofessional experience in the district is displayed.

3. Under **Frequency**, the following fields of data are displayed:

- In the **Marital Status** field, your marital status is displayed.
- In the **Number of Exemptions** field, the number of exemptions you claimed for federal income tax withholding is displayed.
- In the **Assigned Campus** field, the campus to which you are assigned is displayed.
- Under **Positions**, the following fields of data are displayed:
- In the **Title** field, the description of your position is displayed.
- In the **Annual Payments** field, the two-digit number of times you are to be paid per year is displayed.
- In the **Regular Hours** field, the number of hours a pay type 3 (hourly) employee works on a regular basis is displayed. If the district manually calculates your pay, this field may be blank. Since your pay is based on hours, this number may not represent the total number of hours worked and paid each pay period. If you are paid a standard pay amount each pay period (even if you are an hourly employee), this field will be zero.
- In the **Remain Payments** field, the number of payments remaining to be made during the current contract period is displayed.
- In the **Annual Salary** field, the contract amount if you are not being paid on an as-worked (hourly) basis is displayed.
- In the **Daily Rate** field, the actual earned pay per day is displayed.
- In the **Hourly Rate** field, the dollar and cent rate a type 2 employee earns hourly is displayed.
- In the **Overtime Rate** field, the dollar and cent overtime rate earned is displayed.
- In the **Bank Code** field, the bank code the district has assigned to the bank is displayed.
- In the **Bank Name** field, the bank name or names where you currently have your checks automatically deposited is displayed.
- In the **Account Number** field, the last four digits of your account number associated with the bank are displayed.
- In the **Account Type** field, the one-digit code indicating the type of bank account (i.e., checking or savings) is displayed.
- In the **Deposit Amount** field, the amount allocated for direct deposit in each designated bank account is displayed.
- If you have an additional job title, that information will be displayed.

4. If you have or have had a job on another pay frequency such as biweekly, semimonthly, and monthly, the information associated with each job and frequency will be displayed.
5. If you receive a stipend for extra duty jobs, the information will be displayed under **Stipend Information**.
 - In the **Extra Duty** field, the description of the stipend is displayed.
 - In the **Type** field, the type of salary based on the extra duty pay code selected is displayed.
 - In the **Amount** field, the pay amount authorized for the extra duty pay code selected is displayed.
 - In the **Remain Amount** field, the amount remaining for this job code is displayed.
 - The **Remain Payments** field displays the number of payments remaining for this job code.
6. If you receive a stipend for extra duty jobs that are on another frequency, the information associated with the extra duty jobs and frequency will be displayed. Each frequency associated with that frequency is displayed.

Deductions

The Deductions page allows you to view your payroll deduction information as it currently exists in your record. If you have requested modifications to your deductions and those deductions do not display, the records may not yet be updated within the district. If applicable, the employer's contributions to the deductions will also be displayed in addition to the employee's marital status and number of exemptions. If this page is not enabled, check with your district administrator as the district may have opted not to allow access.

To view deduction data:

1. From the Inquiry menu, select Deductions. The Deductions page is displayed.
2. Under **Frequency**, the following fields of data are displayed:
 - In the **Marital Status** field, your marital tax-filing status is displayed.
 - In the **Number of Exemptions** field, the number of exemptions you are claiming for the purpose of tax withholding is displayed.
 - In the **Deduction Code** field, the three-digit deduction code is displayed.
 - In the **Description** field, the type of deduction is displayed.
 - In the **Amount** field, the amount of the deduction for each deduction code is displayed.
 - In the **Cafeteria Flag** field, each deduction included in the cafeteria plan is displayed.
 - In the **Employer Contribution Amount** field, the amount, if any, that the employer is contributing to the specific deduction is displayed.

Earnings

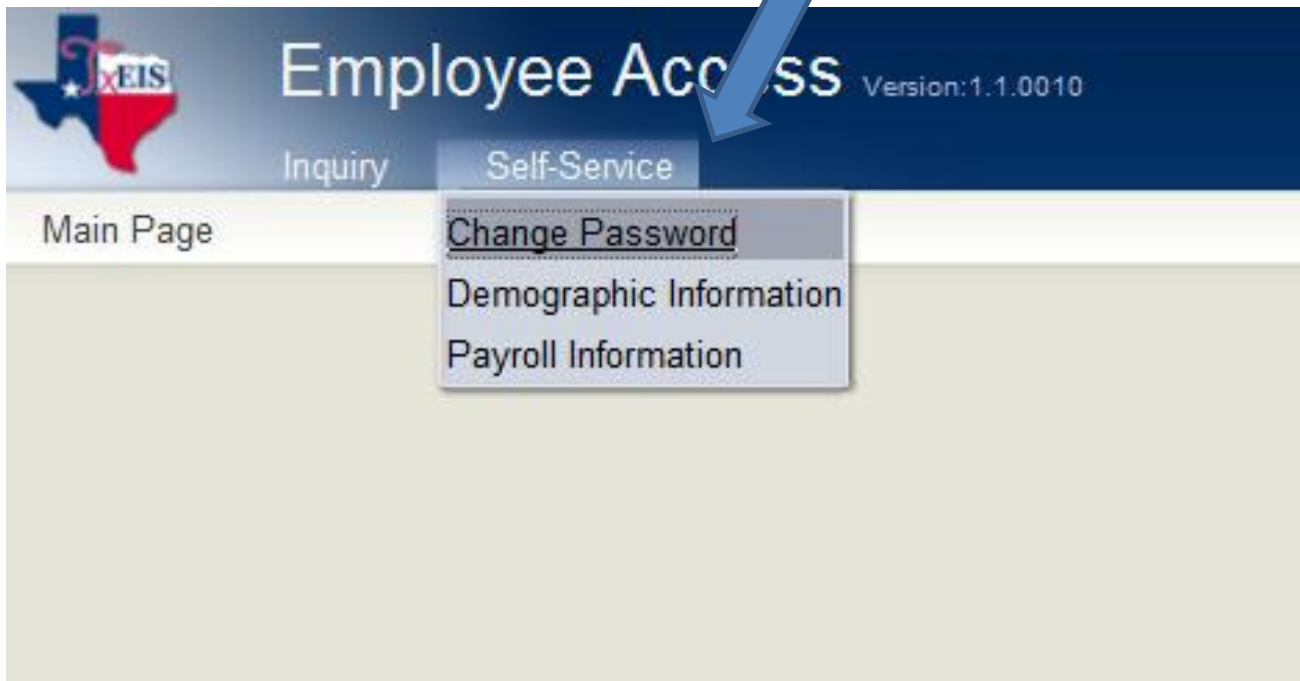
The Earnings page is an inquiry-only page that allows you to view earnings and direct deposit information. The information is per date and frequency. If the employee is on multiple frequencies, the pay dates and associated frequency will be displayed for selection.

To view earnings data:

1. From the Inquiry menu, select Earnings. The Earnings page is displayed. All information on this page is display only and cannot be modified.
2. In the **Pay Dates** field, click to select the payroll for which you wish to view earnings data. If you are paid through multiple pay frequencies (i.e., semimonthly and monthly), earnings for each frequency and associated pay dates can be selected and viewed one at a time.
3. In the **Campus** field, the campus to which you were assigned for the job for which the payroll data on this page is displayed.
4. In the **Check Number** field, the six-digit maximum number of the check issued for the selected pay date and frequency is displayed.
5. In the **Period Ending Date** field, the ending date for the selected pay date and frequency is displayed.
6. In the **Withholding Status** field, your marital status that existed when the check was issued is displayed.
7. In the **Number of Exemptions** field, the number of exemptions that existed when the check was issued is displayed.
8. Under **Earnings and Deductions**, the following fields are displayed. These fields will display only if they were part of the check issued for the selected pay date and frequency. Generally, not all of these fields will exist.
 - In the **Standard Gross** field, the total standard pay including contract, noncontract, or hourly pay is displayed.
 - In the **TRS Supplemental** field, the amount paid to the employee to supplement TRS insurance costs when it was paid by TRS is displayed. Although this amount is no longer paid by TRS, this field is maintained for historical purposes.
 - In the **Total Earnings** field, the total pay for the employee is displayed. The total pay includes supplemental, overtime, refunds, taxed fringe benefits, earned income credit, and non-TRS business allowances.
 - In the **Withholding Tax** field, the total dollar amount of federal income tax withheld is displayed.
 - In the **Medicare Tax** field, the total dollar amount of Medicare tax withheld is displayed.
 - In the **TRS Salary Red** field, the total dollar amount of your TRS deposit contributions is displayed.
 - In the **TRS Insurance** field, the total dollar amount of your TRS insurance contributions is displayed.
 - In the **Total Other Deductions** field, the total employee paid amounts for deductions, deduction refunds, and adjustments is displayed.

- In the **Total Deductions** field, the sum of the deductions is displayed. The total deductions include withholding tax, FICA tax, Medicare tax, TRS salary red, and TRS insurance.
 - In the **Net Pay** field, the remaining amount after the total deductions are subtracted from the total earnings is displayed.
9. In the **Job Description** section, the job title description, the number of units worked for the job, the pay rate for the job, the total amount of money earned for the job for the pay frequency, and the total standard gross are displayed.
 10. In the **Supplemental Type** section, a description of any supplemental jobs you receive pay for in addition to your standard pay, as well as the amount of money earned for the job for the pay frequency, and the total supplemental pay are displayed.
 11. In the **Other Deductions Description** section, a deduction number, a deduction description, an indicator showing if the deduction is included in the Cafeteria plan, the amount of the employer's contribution to the deduction, and the total deduction amount are displayed.
 12. In the **Leave Type** section, a description of the leave type, the number of units of leave used this period, and the remaining units of leave for the leave type are displayed.
 13. In the **Bank Name** section, the bank name, the account type, the last four digits of the account number, the amount, and a total amount are displayed. This section will only be displayed if you have direct deposit.

SELF-SERVICE



Change Password

The Change Password page allows you to change your password.

To change a password:

1. From the Self-Service menu, select Change Password. The Change Password page is displayed.
2. In the **New Password** field, type a six to nine alphanumeric password. The password must contain at least one uppercase letter, one lowercase letter, and one number.
3. In the **New Password Verification** field, retype the six to nine alphanumeric password that you typed in the **New Password** field.
4. Click **Update**. An e-mail message will be sent to you notifying you of your new password.

Demographic Information

The Demographic Information page allows you to enter and request updates to your demographic information. The page displays your demographic information as it currently exists.

- The fields that you are allowed to update and view are determined by the district.
- When the page is first displayed, your current information displays in two columns if the fields are updateable. The first column is the **Current** column which is protected. The second column is the **New** column where you will enter your changes.

If only the protected column is displayed, the information is for inquiry only, and you may not update it.


- To delete information, delete the data in the **New** column.
- If the requests are pending an approval, you can continue to change your request until it has been approved, and the database has been updated.
- If a change is made more than once for the same field, the last change overrides the previous one.
- To remove a requested change, you should enter the original data in the **New** column.
- Pending requests will be highlighted in yellow after the changes are submitted.
- Some fields may require you to produce documentation for your employer. If documentation is required, the fields will be identified in the e-mail message you receive that is automatically generated by the system.
- To change an e-mail address, the new address must be entered twice to verify the data. When an e-mail address is updated, e-mail messages will be sent to both the old and new addresses notifying you of the change.

To enter new information:

1. Under **Legal Name**, in the **Title** field, click to select your legal title. Valid options are Miss, Ms., Mr., Mrs., and blank if not required by the district.
 - In the **Last** field, type your 25-character maximum last name. This field is required.
 - In the **First** field, type your 17-character maximum first name. This field is required.
 - In the **Middle** field, type your 14-character maximum middle name.
 - In the **Generation** field, click to select your generation code.
2. Under **Marital Status**, in the **Local** field, click to select your marital status.
3. Under **Driver's License**, in the **Number** field, type your 19-character maximum driver's license number.

In the **State** field, click to select the two-character abbreviation of the state in which you hold a driver's license.

4. Under **Restriction Codes**, in the **Local** field, click to select the code that indicates whether to restrict your e-mail address, phone number, and street address from local distribution.
5. In the **Public** field, click to select the code that indicates whether to restrict your e-mail address, phone number, and street address from public distribution.
6. Under **Emergency Contact Information**, in the **Name** field, type the 26-character maximum name of the person to contact in case of an emergency.
 - In the **Phone Number** fields, type the three-digit area code, seven-digit phone number, and four-digit maximum extension number of your emergency contact.
 - In the **Relationship** field, type the 25-character maximum relationship with your emergency contact.
 - In the **Emergency Notes** field, type the 25-character maximum notes that may be pertinent about you in an emergency situation.
7. Under **Email**, in the **Work E-mail Address** field, type the 45-character maximum address of your work e-mail address.
 - In the **Verify E-mail Address** field, type the address that you entered in the previous **Work E-mail Address** field.
 - In the **Home E-mail Address** field, type the 45-character maximum address of your home e-mail address.
 - In the **Verify E-mail Address** field, type the address that you entered in the previous **Home E-mail Address** field.
8. Under **Mailing Address**, in the **Number** field, type the eight-character maximum street number for your mailing address.
 - In the **Street/P.O. Box** field, type the 20-character maximum street name or post office box number for your mailing address.
 - In the **Apt** field, type the seven-character maximum apartment number for your mailing address.
 - In the **City** field, type the 17-character maximum name of your city for your mailing address.
 - In the **State** field, click to select the two-character abbreviation of your state for your mailing address.
 - In the **Zip** field, type the five-digit zip code for your mailing address.
 - In the **Zip+4** field, type the additional four digits of your zip code.
9. Under **Alternate Address**, in the **Number** field, type the eight-character maximum street number for your alternate mailing address.
 - In the **Street/P.O. Box** field, type the 20-character maximum street name or post office box number for your alternate mailing address.
 - In the **Apt** field, type the seven-character maximum apartment number for your alternate mailing address.
 - In the **City** field, type the 17-character maximum name of your city for your alternate mailing address.

- In the **State** field, click  to select the two-character abbreviation of your state for your alternate mailing address.
- In the **Zip** field, type the five-digit zip code for your alternate mailing address.
- In the **Zip+4** field, type the additional four digits of your alternate zip code.

10. Under **Phone Numbers**, in the **Home** fields, type the three-digit area code and seven-digit phone number of your home phone.

- In the **Cell** fields, type the three-digit area code and seven-digit phone number of your cell phone.
- In the **Business** fields, type the three-digit area code, seven-digit phone number, and four-digit maximum business extension number of your business phone.

11. Click **Undo** in any section under the **Changes** column if you have mistakenly made a change to your information.

12. Click **Reset** to cancel all changes and to revert to the information from the last save.

13. Click **Save** to validate the changes. The data will be saved and submitted for approval.

- If approval is not required, the updates will be made immediately.

You will receive an e-mail message from the system when you submit changes containing a list of fields that were updated.

- If the fields are not automatically updated, an e-mail message will be sent to the approver whose action is required to process the request.

You will receive an e-mail message notifying you that the request has been accepted and is pending approval.