

Employee Access Portal

Prosper ISD



The image shows a screenshot of a web browser displaying the Employee Access Portal login page. On the left side, there is a logo for TXEIS featuring a stylized map of Texas with a red outline and a white star, set against a blue background with a sunburst effect. To the right of the logo, the text "Employee Access" is displayed in white. Below this, there are three input fields: "User Name:" followed by a white text box, "Password:" followed by a white text box, and "County District:" followed by the text "161922". Below the input fields, there are three buttons: "Login", "New User", and "Forgot Password".

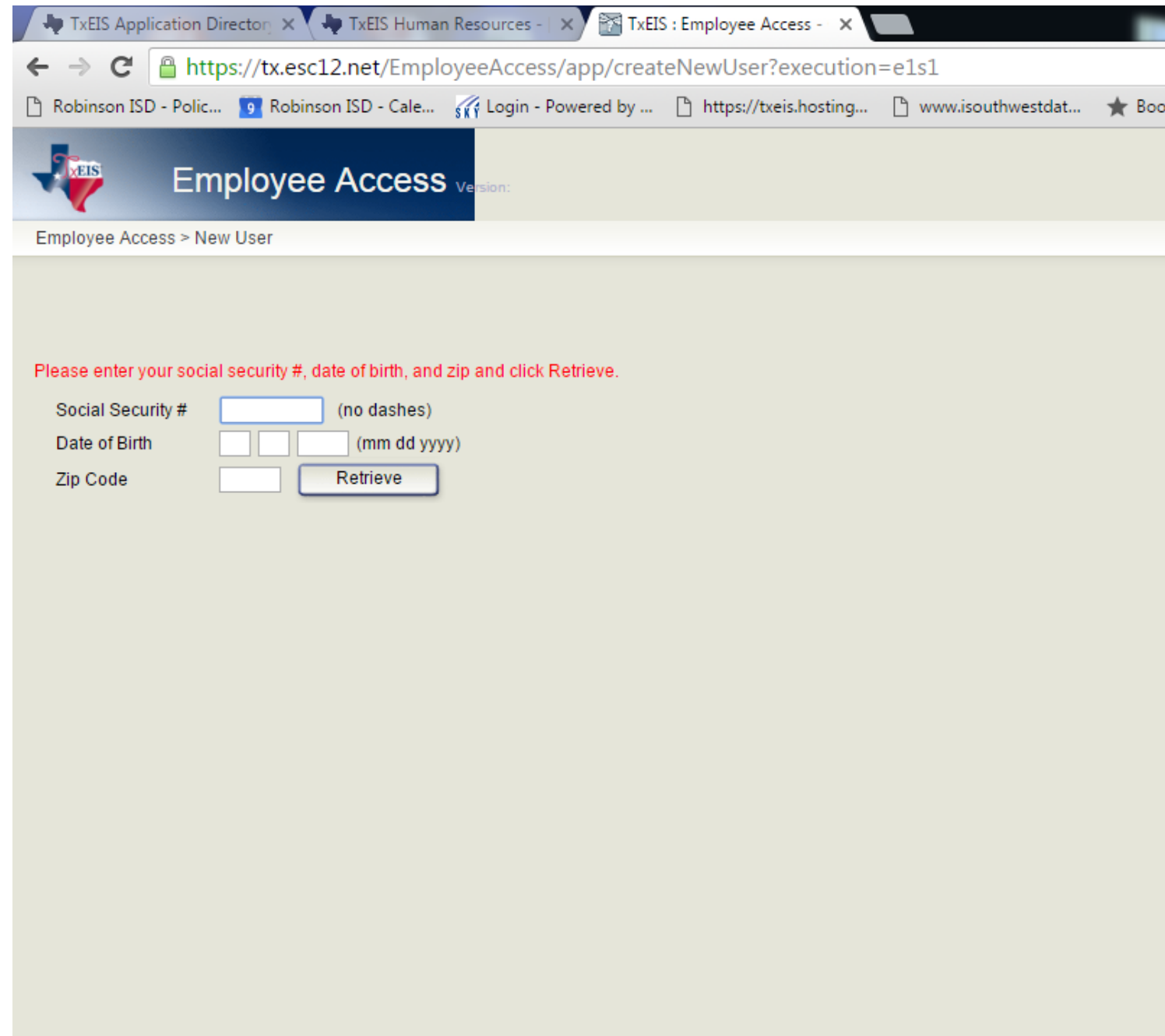
HOME PAGE FOR EMPLOYEE ACCESS PORTAL
PISD website/Staff/Employee Access Center

First time logging in choose **New User**

Create a New User

1. Enter your 6 digit employee ID number, birth date in the MM DD YYYY format and Zip Code

2. Click Retrieve



The screenshot shows a web browser window with the URL <https://tx.esc12.net/EmployeeAccess/app/createNewUser?execution=e1s1>. The page title is "Employee Access" and the breadcrumb is "Employee Access > New User". A red instruction message reads: "Please enter your social security #, date of birth, and zip and click Retrieve." Below this, there are three input fields: "Social Security #" (with "(no dashes)" to its right), "Date of Birth" (with "(mm dd yyyy)" to its right), and "Zip Code". A "Retrieve" button is positioned to the right of the "Zip Code" field.

Employee Access

Employee Access > New User

Please enter your social security #, date of birth, and zip and click Retrieve.

Social Security # (no dashes)

Date of Birth (mm dd yyyy)

Zip Code

Create a User Name - type a six-to-eight character user name. (No embedded spaces are allowed.) The name must be unique within the district; it is not case-sensitive.

DO NOT FORGET YOUR USER NAME! If you forget your username, you will need to contact the Payroll department to have your current account deleted. You will then be required to begin the registration process over again.

Create a Password - type a six-to-nine alphanumeric password.

New password must be
between 6 and 9 characters long.
contain a number.
contain an uppercase character.
contain a special character.

Email- Enter your work email only
The system is not set up to use your home email

Hint Question -Type a question you will be asked in the event that you forget your password

Hint Answer - Type the answer to the hint (case sensitive)

SAVE

TxEIS Application Director X TxEIS Human Resources X TxEIS : Employee Access X

https://tx.esc12.net/EmployeeAccess/app/createNewUser?execution=e2s2

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Employee Access Version:

Employee Access > New User

Save

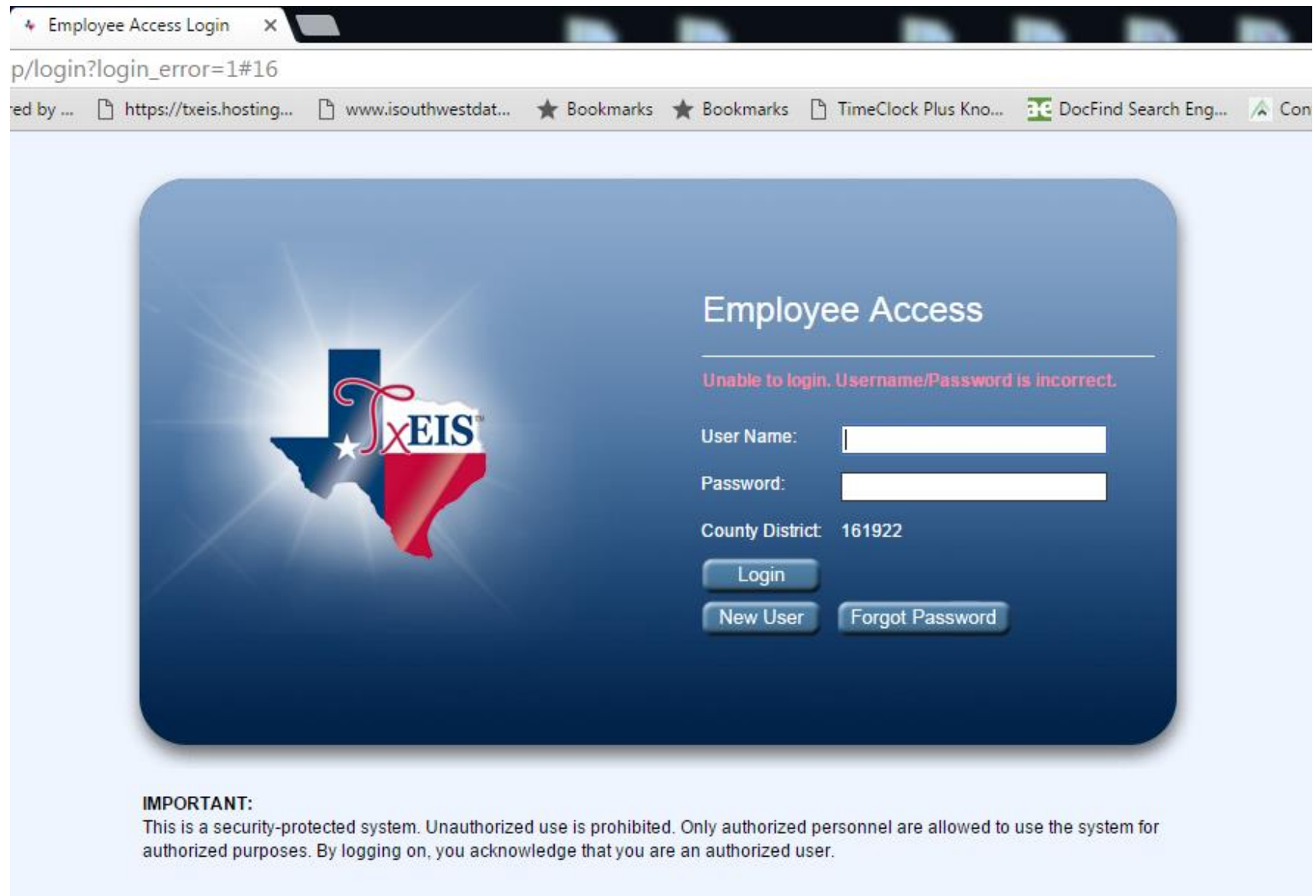
Employee Number 000163
Date of Birth 09-28-1983
Zip Code 76708
Last Name SOLO
First Name HANS

Please enter the security information and click the save button.

User Name
Password
Password Verification
Work E-mail
Work E-mail Verification
Home E-mail
Home E-mail Verification
Hint Question
Hint Answer

When you select save, it will send you back to the login screen.

You can now **log in** with your newly created **username** and **password**.



The screenshot shows a web browser window with the title "Employee Access Login". The address bar displays "p/login?login_error=1#16". The browser's address bar shows several tabs and bookmarks, including "https://txeis.hosting...", "www.isouthwestdat...", "Bookmarks", "TimeClock Plus Kno...", "DocFind Search Eng...", and "Con".

The main content area features a blue background with a large graphic of the state of Texas. The Texas map is filled with the state flag colors (blue, white, and red) and has the text "TXEIS" overlaid in a stylized font. To the right of the graphic, the heading "Employee Access" is displayed. Below the heading, a red error message reads: "Unable to login. Username/Password is incorrect."

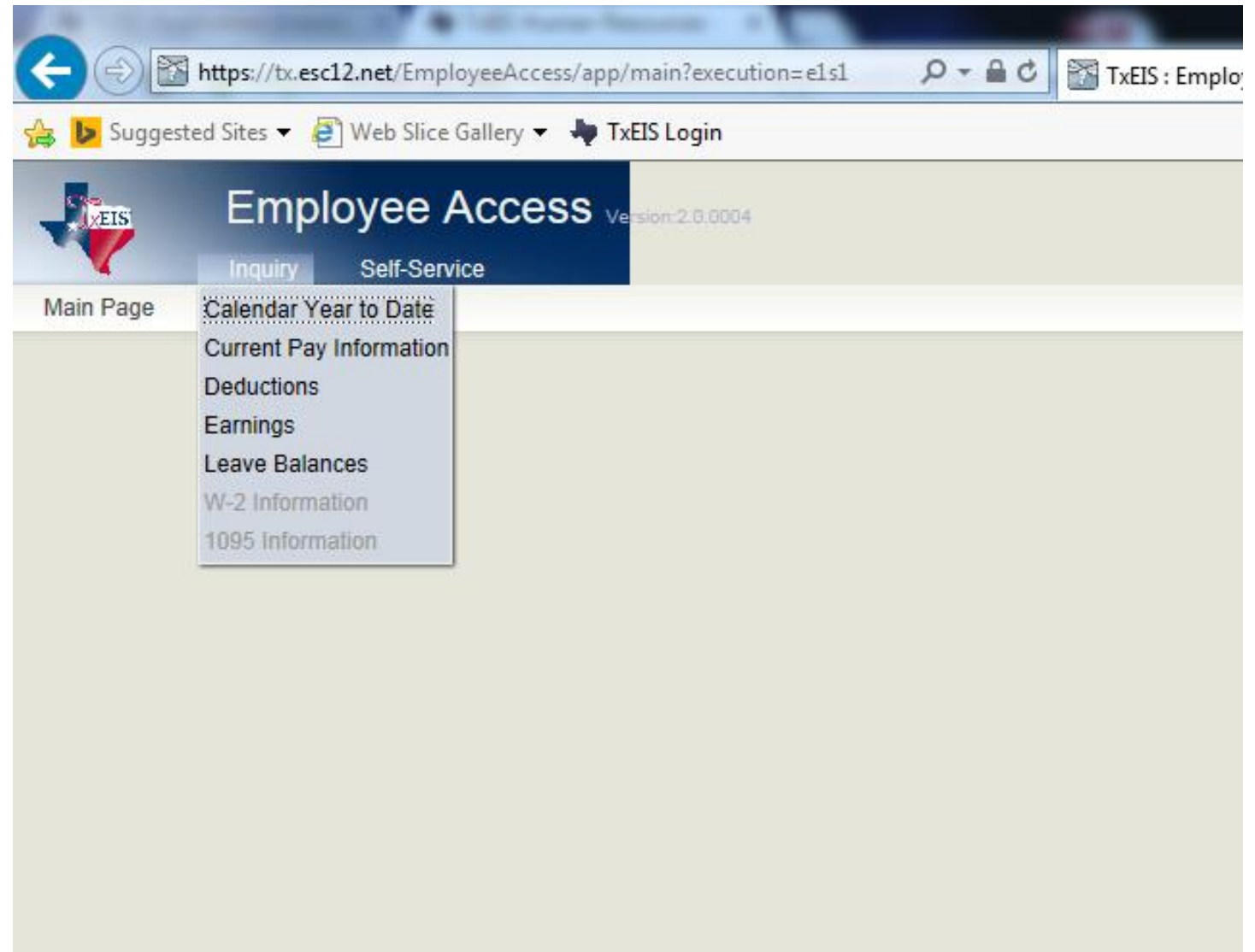
The login form includes the following fields and buttons:

- User Name:
- Password:
- County District: 161922
- Login button
- New User button
- Forgot Password button

At the bottom of the page, there is an "IMPORTANT:" notice: "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."

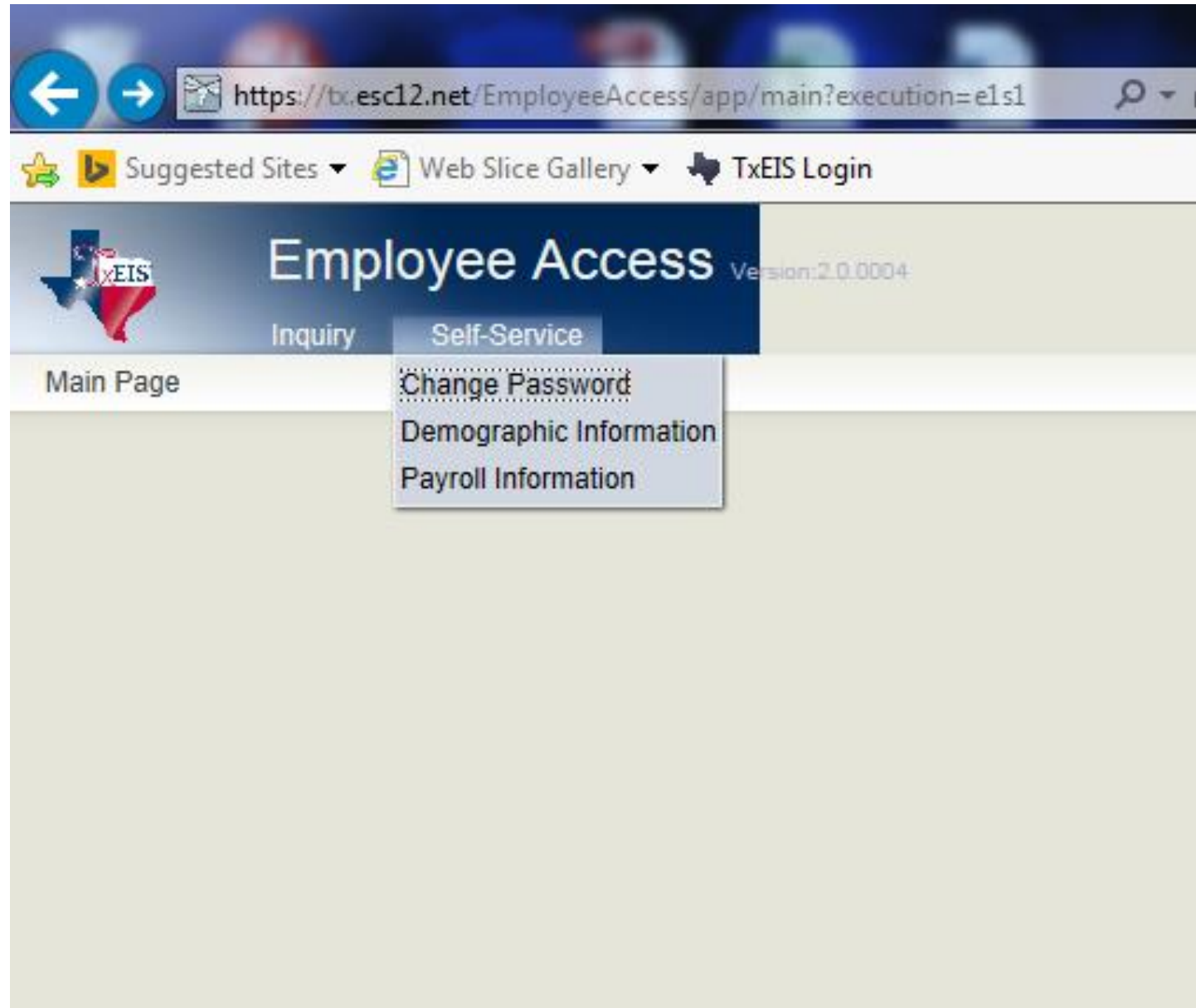
Inquiry Options

- ✓ **Calendar Year to Date**
 - ✓ Allows you to view a year to date summary of various earnings.
 - ✓ You can reference prior years information
- ✓ **Current Pay Information**
 - ✓ Allows you to view your current pay information set up in Payroll.
- ✓ **Deductions**
 - ✓ Allows you to view your payroll deductions as they currently exist
 - ✓ Modifications to deductions will not be allowed through the portal. You will need to contact the Payroll Department or Benefits Department directly.
- ✓ **Earnings**
 - ✓ Allows you to view earnings and direct deposit information for prior 18 months.
- ✓ **W2 Information**
 - ✓ Allows you to view and print your W2 for years 2009 to present.
 - ✓ Allows you to review previous year W2(2004 – 2008) but not print



Self Service Options

- ✓ **Change Password**
 - ✓ Allows you to change your password
- ✓ **Demographic Information**
 - ✓ Allows you to verify
 - ✓ All name changes will need to be done directly through Human Resources. All other demographic changes (address, marriage, phone, etc.) will need to be communicated through the Payroll Department.
- ✓ **Payroll Information**
 - ✓ Allows you to review your current W4 selections and current direct deposit account on file
 - ✓ All W4 and direct deposit changes will need to be communicated directly with the Payroll Department



Earnings

- ✓ Choose the Pay date
 - ✓ Your earnings statement will be available on and after payday
- ✓ Basic information
 - ✓ Campus, check #, Period Ending, Withholding status and # of Exemptions
- ✓ Earnings and Deductions
 - ✓ Gross Earnings and Tax totals
 - ✓ TRS deductions
 - ✓ Other deductions
 - ✓ Net Pay
- ✓ Detailed Salary Breakdown
 - ✓ Job Description and Salary Breakdown
 - ✓ Overtime
 - ✓ Supplemental Pay
 - ✓ Non-TRS Taxable Pay
 - ✓ Non-TRS Non-Taxable Pay
 - ✓ Deductions
 - ✓ Leave

Earning statements can be printed for any pay period within the last 18 months

The screenshot shows the TxEIS Employee Access interface for user HANS SOLO. The page displays various sections of an earnings statement for the pay period ending 08-31-2015.

Pay Dates: August 12, 2015 Monthly Payroll (indicated by a blue arrow)

Campus: 001 Robinson High School
Check Number: 021741 **Period Ending Date:** 08-31-2015
Withholding Status: MARRIED **Number of Exemptions:** 0

Earnings and Deductions Summary:

Item	Amount
Standard Gross	3,923.87
--- Total Earnings	3,923.87
Withholding Tax	325.55
Medicare Tax	53.11
TRS Salary Red	262.90
Total Other Deductions	261.29
--- Total Deductions	902.85
--- Net Pay	3,021.02

Job Description and Salary Breakdown:

Job Description	Units	Pay Rate	This Period
0301 - 7-12 TEACHER	0.00	3,923.87	3,923.87
Total Standard Gross:			3,923.87

Total Overtime Pay: 0.00

Supplemental Pay: 0.00

Total Supplemental Pay: 0.00

Non-TRS Taxable Type: 0.00

Total Non-TRS Taxable Pay: 0.00

Bank Information:

Bank Name	Account Type	Account Number	Amount
FIRST TEXAS BANK (114903103) (030)	2 - Checking account	**8536	3,021.02

Total: 3,021.02

Other Deductions and Leave Summary:

Other Deductions Description	Cafe	This Period	Employer Contribution
007 - NBS - HEALTHCARE	Y	125.00	0.00
015 - ASSURANT	Y	3.40	0.00
016 - SUPERIOR VISION	Y	13.80	0.00
025 - AcCare 1-HD	Y	50.00	275.00
026 - AMERITAS DENTAL	Y	69.09	0.00
Total Other Deductions:		261.29	275.00

Leave Summary:


Leave Type	Units Used This Period	Balance
02 - ST PERSONAL	0.000	29.500
01 - LOCAL LEAVE	0.000	5.500

Calendar Year To Date

Choose the Calendar year you want to view

Highlights of what you will see:

- Contract Pay – Total Professional Gross Base Salary
- Non-Contract Pay – Total Non-Contract Gross Base Salary
- Supplemental Pay- Total Gross supplemental Pay (ex: extra duty)
- Withholding Gross – Total salary that Federal Tax is based on
- Withholding Tax – Total Federal Income Tax
- Medicare Gross – Total salary Medicare tax is based on
- Medicare Tax – Total Medicare Tax paid



Employee Access

Version: 2.0.0004

Inquiry Self-Service

HANS SOLO

Inquiry > Calendar Year to Date

Print

Please select a calendar year

1-14-2016 11:48:14 AM


Frequency: Monthly

Last Posted Pay Date: 08-12-2015

Contract Pay	31,390.68	Non-Contract Pay	0.00	Supplemental Pay	0.00
Withholding Gross	27,197.16	Withholding Tax	2,604.40	Earned Income Credit	0.00
FICA Gross	0.00	FICA Tax	0.00		
Employee Dependent Care	0.00	Employer Dependent Care	0.00	Dependent Care (Employee and Employer) exceeds \$5,000	0.00
Medicare Gross	29,300.36	Medicare Tax	424.88		
Annuity Deduction	0.00	Roth 403B After Tax	0.00	Taxable Benefits	0.00
457 Employee Contribution	0.00	457 Employer Contribution	0.00	457 Withdraw	0.00
Non-TRS Business Allowance	0.00	Non-TRS Reimbursement Base	0.00	Non-TRS Reimbursement Excess	0.00
Moving Expense Reimbursement	0.00	Non-TRS Non-Tax Business Allow	0.00	Non-TRS Non-Tax Non-Pay Allow	0.00
TRS Salary Reduction	2,103.20	TRS Insurance	0.00		
HSA Employer Contribution	0.00	HSA Employee Salary Reduction Contribution	0.00	HIRE Exempt Wages	0.00
Taxed Employer Insurance Contribution	0.00	Taxed Employer Group Insurance Contribution	0.00	Health Insurance Deduction(s)	0.00
Employer-Sponsored Health Coverage	2,600.00				

Calendar Year To Date Cont'd

- Annuity, Roth, Alt 457 – If you pay into any of these this is the total paid for the year displayed
- Non TRS – Monies paid during the year not subject to TRS
- Non-TRS/Non-Tax – Monies paid during the year not subject to Federal Tax or TRS
- TRS Sal Reduction – Total paid into TRS for year selected
- TRS Insurance – Total paid to TRS insurance for year selected
- Health Insurance Deduction – Total – total paid for HI that is not sheltered by pre-tax plan
- Employer Proved Health Care – Total attributed to the ACA



Employee Access

Version: 2.0.0004

Inquiry Self-Service

HANS SOLO

Inquiry > Calendar Year to Date

Print

Please select a calendar year: 2015 1-14-2016 11:48:14 AM

Frequency: Monthly

Last Posted Pay Date: 08-12-2015

Contract Pay	31,390.68	Non-Contract Pay	0.00	Supplemental Pay	0.00
Withholding Gross	27,197.16	Withholding Tax	2,604.40	Earned Income Credit	0.00
FICA Gross	0.00	FICA Tax	0.00		
Employee Dependent Care	0.00	Employer Dependent Care	0.00	Dependent Care (Employee and Employer) exceeds \$5,000	0.00
Medicare Gross	29,300.36	Medicare Tax	424.88		
Annuity Deduction	0.00	Roth 403B After Tax	0.00	Taxable Benefits	0.00
457 Employee Contribution	0.00	457 Employer Contribution	0.00	457 Withdraw	0.00
Non-TRS Business Allowance	0.00	Non-TRS Reimbursement Base	0.00	Non-TRS Reimbursement Excess	0.00
Moving Expense Reimbursement	0.00	Non-TRS Non-Tax Business Allow	0.00	Non-TRS Non-Tax Non-Pay Allow	0.00
TRS Salary Reduction	2,103.20	TRS Insurance	0.00		
HSA Employer Contribution	0.00	HSA Employee Salary Reduction Contribution	0.00	HIRE Exempt Wages	0.00
Taxed Employer Insurance Contribution	0.00	Taxed Employer Group Insurance Contribution	0.00	Health Insurance Deduction(s)	0.00
Employer-Sponsored Health Coverage	2,600.00				

Current Pay Information

- ✓ Employment Information
 - ✓ Name, Address, Phone
 - ✓ Employee #
 - ✓ DOB, Gender
 - ✓ Degree Earned if HR has valid transcripts on file
 - ✓ Years of Experience
 - ✓ Total and in District Professional
 - ✓ In District Non-Professional

- ✓ Frequency: Monthly
 - ✓ W4 Information
 - ✓ Marital Status (withholding purposes only)
 - ✓ Exemptions
 - ✓ Pay Campus
 - ✓ Positions – Salary Breakdown
 - ✓ Title
 - ✓ Payments (Total and Remaining)
 - ✓ Annual Salary, Daily Rate, Monthly (Pay) Rate

- ✓ Bank Info
 - ✓ Direct Deposit Information as shown currently for Payroll.

The screenshot shows the TxEIS Employee Access web application interface. The browser address bar displays the URL: https://tx.esc12.net/EmployeeAccess/app/inquiry/pay?execution=e2s1. The page title is "Employee Access" with a version number of 2.0.0004. The user is logged in as HANS SOLO. The main content area is titled "Employee Information" and contains a table with the following data:

Employee Information			
Name	HANS B SOLO	Employee ID	000163
Address	2016 GALAXY FAR AWAY ROBINSON, TX 76708	Date of Birth	09-28-1983
Phone Number	254-662-1234	Gender	Male
Degree	Bachelor's		
Professional Years Experience	06	Professional District Experience	02
Non Professional Years Experience	02	Non Professional District Experience	02

Below the employee information, there is a section for "Frequency: Monthly" with the following details:

Frequency: Monthly					
Marital Status	M - Married	Number of Exemptions	0	Pay Campus	001

The "Positions:" section contains a table with the following data:

Positions:							
Title: 7-12 TEACHER	Annual Payments	12	Regular Hours	0.00	Remain Payments	0	
Annual Salary	47,086.00	Daily Rate	239.015	Pay Rate	3,923.87	Overtime Rate	0.00

The "Bank Info" section contains a table with the following data:

Bank Code	Bank Name	Account Type	Account Number	Deposit Amount
030	FIRST TEXAS BANK (114903103)	2 - Checking account	**8536	0.00

Deductions

- ✓ W4 Deduction Info
 - ✓ Marital Status (withholding purposes only)
 - ✓ Number of Exemptions
- ✓ List of Current Monthly Deductions
 - ✓ Description
 - ✓ Staff Member Contribution
 - ✓ Cafeteria Plan
 - ✓ Employer Contribution

The screenshot shows a web browser window with the URL <https://tx.esc12.net/EmployeeAccess/app/inquiry/deductions?executi>. The page title is "Employee Access" with a version number of 2.0.0004. The user is logged in as "HANS SOLO". The navigation menu includes "Inquiry" and "Self-Service". The current page is "Inquiry > Deductions".

Frequency: Monthly

Marital Status: M - Married
Number of Exemptions: 0

Deduction Code	Description	Amount	Cafeteria Flag	Employer Contribution Amount
007	NBS - HEALTHCARE	125.00	Y	0.00
015	ASSURANT	3.40	Y	0.00
016	SUPERIOR VISION	13.80	Y	0.00
025	AcCare 1-HD	50.00	Y	275.00
026	AMERITAS DENTAL	69.09	Y	0.00

Leave Balances

- ✓ Leave Balances can also be viewed.
 - ✓ Local Leave
 - ✓ State Leave
 - ✓ Other Leave used for current year such as School Business or Jury Duty

However, Absence Management needs to continue to be your official record of leave balance!

The screenshot displays the 'Employee Access' web application interface. At the top, there is a header with the Texas EIS logo and the text 'Employee Access Version:3.1'. Below the header are navigation links for 'Inquiry', 'Self-Service', and 'Leave'. The current page is 'Leave > Leave Balances'. A dropdown menu is set to 'Monthly'. A table shows leave balances for 'LOCAL LEAVE' and 'STATE PERSONAL'. Below the table, there are input fields for 'From Date of Leave', 'To Date of Leave', and 'Leave Code', along with a 'Retrieve' button. At the bottom, another table header is visible with columns for 'Leave Type', 'Date of Pay', 'Date of Leave', 'Leave Used', 'Leave Earned', and 'Status'.

Employee Access Version:3.1

Inquiry Self-Service Leave

Leave > Leave Balances

Please select a frequency type:

Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available Balance
LOCAL LEAVE	0.00	2.00	0.00	0.00	0.00	2.00
STATE PERSONAL	0.50	5.00	0.00	0.00	0.00	5.50

From Date of Leave: To Date of Leave: Leave Code:

Leave Type	Date of Pay	Date of Leave	Leave Used	Leave Earned	Status
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W2

The current year will not be opened for viewing until after all tax forms are completed once the year ends.

Prior Years (2009 – present) W2's are viewable and can be printed at any time.

Older W2's (2004-2008) are viewable only and can not be printed.

New Password and Forgot Password

- ✓ To change your password choose
 - ✓ Self-Service
 - ✓ Change Password
 - ✓ Enter the New Password twice
 - ✓ Update
- ✓ Forgot your password
 - ✓ Choose Forgot Password from the Log in page
 - ✓ You will be directed to enter your SS#, DOB and Zip Code
 - ✓ Retrieve
 - ✓ You will be directed to Answer your Hint Question and Submit

A screenshot of a web browser showing the 'Employee Access' page. The URL is https://tx.esc12.net/EmployeeAccess/app/self/change?execution=e2s1. The page title is 'Employee Access' with a version number of 2.0.0004. The navigation menu includes 'Inquiry' and 'Self-Service'. The current page is 'Self-Service > Change Password'. A red instruction reads: 'Please enter a new password and verify it to change your current password.' Below this are two input fields: 'New Password' and 'New Password Verification', followed by an 'Update' button.

A screenshot of the 'Employee Access' login page. It features a Texas state logo with 'EIS' text. The form includes fields for 'User Name', 'Password', and 'County District' (pre-filled with '161922'). There are buttons for 'Login', 'New User', and 'Forgot Password'. An 'IMPORTANT' notice at the bottom states: '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.'

A screenshot of the 'Forgot Password' form. A red instruction reads: 'Please enter your social security #, date of birth, and zip and click Retrieve.' The form has three input fields: 'Social Security #' (with '(no dashes)' text), 'Date of Birth' (with '(mm dd yyyy)' text), and 'Zip Code'. A 'Retrieve' button is located below the 'Zip Code' field.

A screenshot of the 'Employee Access > Forgot Password' confirmation page. It displays the following information: Employee Number 000163, Date of Birth 09-28-1983, Zip Code 76708, Last Name SOLO, and First Name HANS. A red instruction reads: 'Please answer your hint question (answer is case sensitive) and select the email address to send password.' Below this is a 'Name of your spaceship' input field and a radio button selected for 'hans.solo@robinson.k12.tx.us Work E-mail'. A 'Submit' button is at the bottom.

Any questions regarding the Employee Access Portal?

Please email

Keri Croy at kbcroy@prosper-isd.net

or

Teri Meyers at tameyers@prosper-isd.net