

# 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://townofneedhamma.tylerportico.com/tesp/employee-selfservice/>. Your username and password will be your email address and network password for the district.

- Enter your work email and password for that email which is the same you would use if logging onto your desktop or into Office 365 ([www.office.com](http://www.office.com)). First time users will have to enter their birthdate, last four of their SSN, and zip code of the address that is currently on their employee record to confirm their identity. If you aren't aware of your password, have someone in your department send an email to [ITC@needhamma.gov](mailto:ITC@needhamma.gov) requesting a password reset for you.

## Additional Information:

Office 365 ([www.office.com](http://www.office.com)) is where all employees can see emails sent to their Town email account. This can also be added to cell phones by visiting the app store on the device and searching for Microsoft Outlook. When starting the Outlook app for the first time the user will be asked for their email address and then password.

## Employee Access Overview

### My Dashboard

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

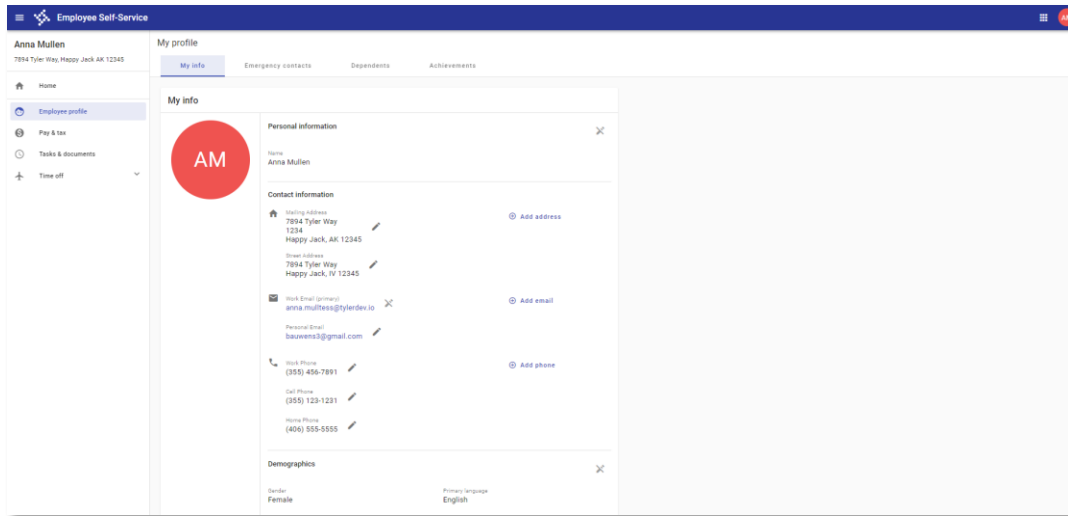
The screenshot shows the 'Employee Self-Service' dashboard for Anna Mull. The header includes the user's name, email address (111 Test St, Chandler AZ 85225), and navigation options. Key metrics at the top right show 'Classified Personal Leave' with 3 days available and 'Classified Sick Leave' with 10.25 days available, each with a 'Request Leave' button. The main content area is divided into three sections: 'Announcements (2)' with two entries, 'Recent paychecks' with a table of three entries, and 'Resources' with one entry. A right-hand sidebar titled 'Upcoming time off' lists seven items, including 'In Progress (7)', 'Classified Vacation', and 'Classified Personal Leave', each with a duration and a 'Details' link.

Date	Take Home Pay	Gross Pay
01/16/2020	1,000.00	1,000.00
12/27/2019	1,000.00	1,000.00
12/13/2019	1,000.00	1,000.00

Item	Duration
In Progress (7)	
Classified Vacation (Fri 03/13/2020)	0.50 day(s)
Classified Personal Leave (Mon 03/16/2020)	1.00 day(s)
Classified Vacation (Wed 03/18/2020)	1.00 day(s)
Classified Vacation (Thu 03/19/2020)	1.00 day(s)
Classified Vacation (Fri 03/20/2020)	1.00 day(s)
Classified Vacation (Thu 03/26/2020)	1.00 day(s)
Classified Personal Leave (Thu 03/26/2020)	1.00 day(s)

## 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  
7854 Tyler Way, Hazy Jack AZ 12345

Pay & tax

Overview    Year-to-date pay    Compensation statement

Home

Employee Profile

Pay & Tax


Tasks & Documents

Time Off

Recent paychecks

Paycheck: 4/9/20

Take home pay  
Deduction  
Tax  
Retirement



April 9, 2020

Total pay	\$1,650.00
Deduction	-229.97
Retirement	-812.10
Tax	-817.14
Take home pay	\$1,119.79

Simulate paycheck    View paycheck

Direct deposit

Capital City Bank	Infiniti/Visors Credit Union	W National Bank	Infiniti/Visors Credit Union
Checking \$1.00	Checking \$20.00	Checking 25.00%	Checking 1.50%

W4

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

Current jobs

Secretary	Food Service Worker
\$12.75 / hour	\$10.50 / hour
Visions High School	Castle City Elementary School
Started July 1, 2019	Started July 1, 2019

Tax documents

Year: 2018

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