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). 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 requesting a password reset for you.

Additional Information:

Office 365 (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.

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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.
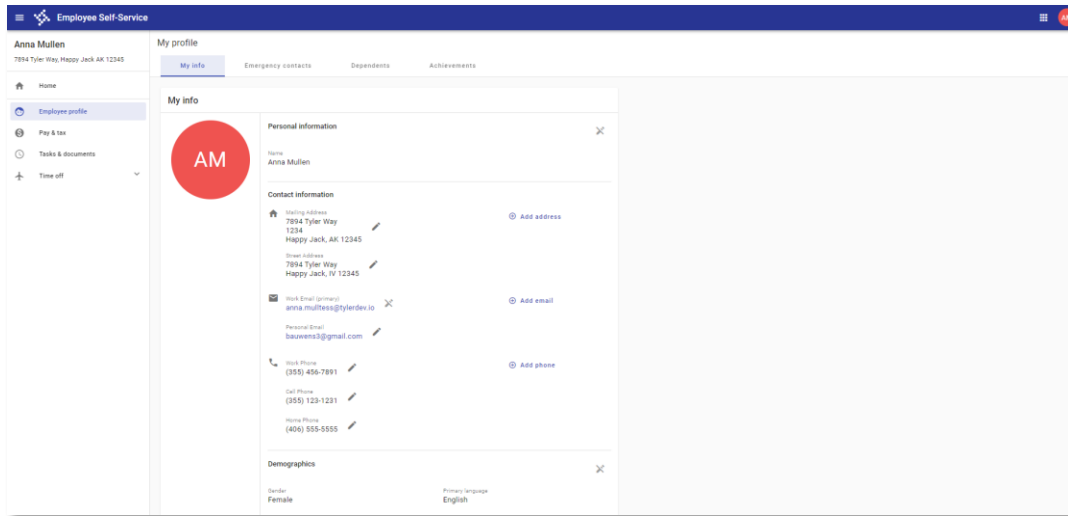
Pay & Tax

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.

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