

Welcome to Employee Access!

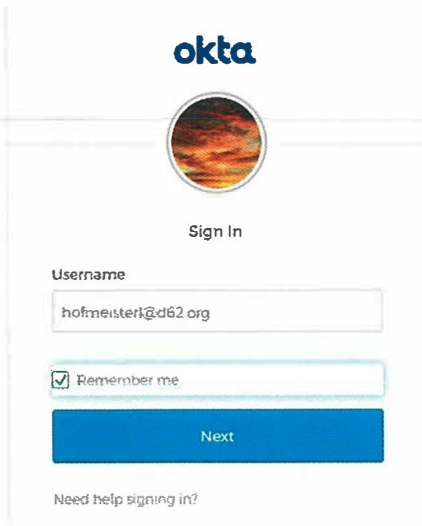
Employee Access is our new Employee Self Service application that provides a more user-friendly interface and increased security to protect you, our employees.

To access, please log in to <https://desplainescsd62il.tylerportico.com/tesp/employee-selfservice/home>

Your username and password will be your email address and your district (WiFi or Apple ID) password. (Pictures #1 & #2)
(If you have problems with your password, please contact: service@d62.org)

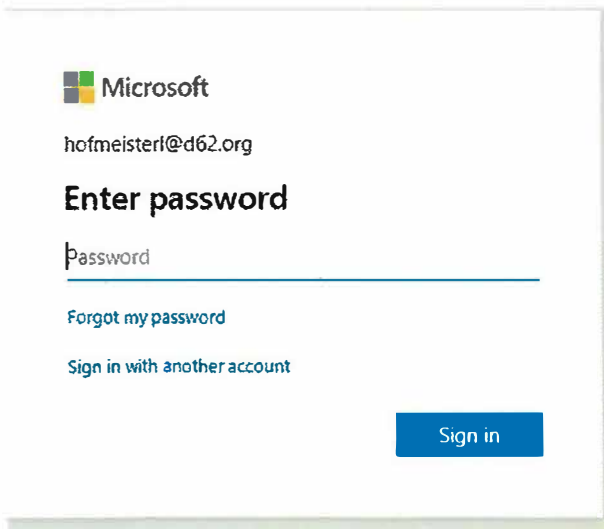
****Note** that the first time logging into this new site will require you to register using your personal information as identity verification. Please enter the last four digits of your social security number, date of birth, and zip code to confirm your identity. (Picture #3)

#1



The screenshot shows the Okta login interface. At the top is the Okta logo. Below it is a circular profile picture placeholder. Underneath is a "Sign In" button. The "Username" field contains the email address "hofmeister1@d62.org". A "Remember me" checkbox is checked. A blue "Next" button is at the bottom of the form. Below the form is a link that says "Need help signing in?"

#2



The screenshot shows the Microsoft login interface. At the top is the Microsoft logo. Below it is the email address "hofmeister1@d62.org". The heading "Enter password" is displayed. Below the heading is a password input field. There are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is at the bottom right of the form.



Welcome to Des Plaines Community Consolidated School District 62's Employee Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

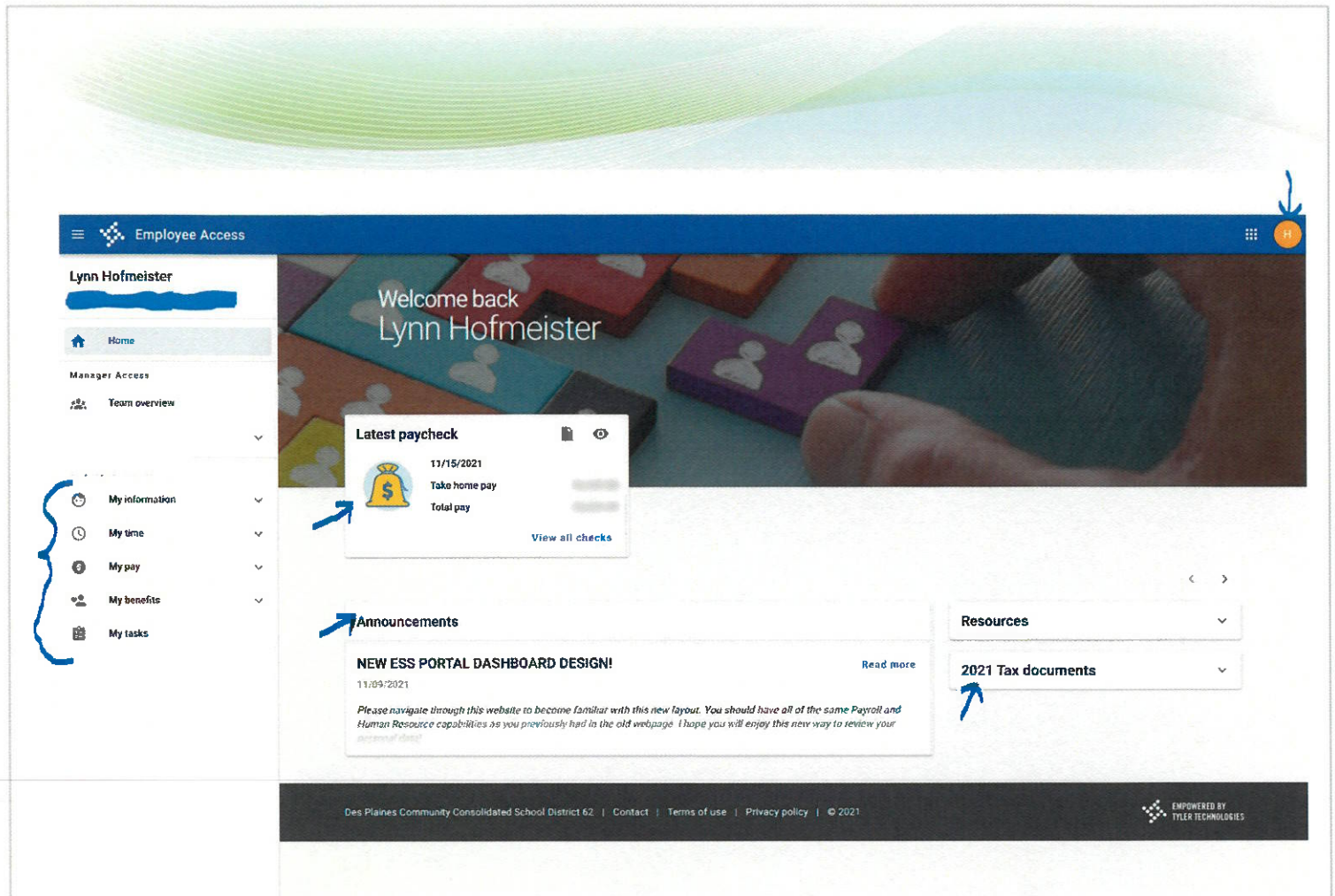
Last four of SSN*

Birthdate (mm/dd/yyyy)*

Zip Code*

Employee Access Overview

My Dashboard provides at-a-glance information including District Announcements and important resources.



EMPLOYEE ACCESS NEW FEATURES

Team Overview & Team Time:

Team Overview: If you have employees that report to you their names and emails will be shown in here. If you click on any of their names you will have access to some of their personal information. (Hire Date, Home and Cell phone, Years of Service, etc).

Team Time: is currently not being used by District 62.

My Information: Will show your personal **Profile** with Contact and Demographic information. You can edit or change or add some new Contact information here that will be sent to the Human Resource Department for review to change on your permanent record.

My Time: Will show your **Time Off History** for this current fiscal year. Each line represents a single entry, so you can view this by date of entry (default), or select "Accrual Type" and it will sort by Leave Type. You may also click the slide button in the upper right corner to summarize all of your Leave. **(Please keep in mind that this report is in arrears by one pay period.)**

My Pay: Will show you **Pay & Tax information** up to date. There is a LOT of information here. Graphs, summaries, Direct Deposit, W-4 Withholding, Position, Salary, and your previous W-2's since the inception of Infinite Visions in 2018. (FYI...Please use the last 4 of your social to access your tax information documents)

Additional Tabs: YTD Pay & Compensation Statement currently do not contain too much information.

Simulate Paycheck: This gives you the capability of calculating your net pay if you want to change any of your deductions. This will default to your current deductions and you can change a field and then select CALCULATE at the bottom of the page.

Also there are 2 additional tabs for Year-To-Date pay & a Compensation statement showing what the District pays on your behalf.

My Benefits:

Current Benefits: will display a summary of what you have selected for any type of Health Insurance or Misc. Benefit Plans. If you use the drop down arrow, it will show you EE cost & ER costs of the plan and beneficiaries if applicable.

Enrollment: Will only be “active” during Open Enrollment during October of every Calendar year.

My Tasks: Will contain tabs for:

Documents: Which currently contains your Open Enrollment Benefits choices

Forms: We plan to use this for important H/R & Payroll attachments or links in the future.

Quick glance of “Latest Paycheck”: This box is in the middle of the page that you can see your most current **Take Home Pay & Total Pay** quickly. (Please be aware your Total Pay includes Board Paid benefits). It will default as a “greyed out” feature until you select the “eyeball” to see the amounts. Please select “View All Checks” to continue reviewing all of your recent check histories.

Resources:

IVisions: This selection is for WORKFLOW users or CORE users when Parallels is not available.

Expense Reimbursements: This feature is currently not being used by the District

“2021” Tax Documents: This selection is a shortcut to **My Pay** and your Tax information and W-2's

3 x 3 Grid upper right corner: You may find other modules here if you have additional security clearance for editing this site.

Initial of Last Name (H) upper right corner: Please use this button to **LOG OUT**