

# Welcome to Tyler ESS!

Tyler ESS 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 [Tyler Employee Self Service](#). Your username and password will be your email address and network password for the district.

Note that the first time logging into this new site will require you to enter the last four digits of your social security number, date of birth, and zip code to confirm your identity.

## Tyler ESS Overview

### My Dashboard

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

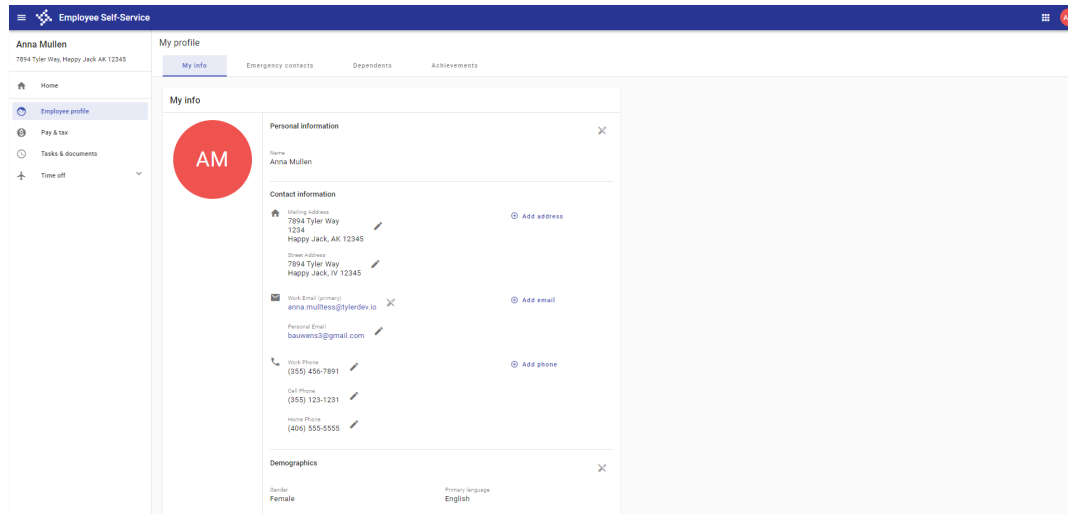
The screenshot displays the 'Employee SelfService' dashboard for user Anna Mull. The interface includes a left sidebar with navigation links: My Dashboard, Employee Profile, Pay & Tax, Tasks & Documents, and Time Off. The main content area is divided into several sections: a top header with a welcome message and a notification about announcements; a 'Classified Personal Leave' and 'Classified Sick Leave' summary showing 3 and 10.25 days available respectively; an 'Announcements (2)' section with two items: 'Welcome to TESS' and 'Ancient Announcement without an end date'; a 'Recent paychecks' table with columns for Date, Take Home Pay, and Gross Pay; and a 'Resources' section with a link to 'Expense Reimbursements'. On the right, an 'Upcoming time off' section lists seven items, including 'Classified Vacation' and 'Classified Personal Leave', with their respective durations and dates.

Date	Take Home Pay	Gross Pay
01/10/2020	\$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
Classified Vacation	0.50 day(s)
Classified Personal Leave	1.00 day(s)
Classified Vacation	1.00 day(s)
Classified Vacation	1.00 day(s)
Classified Vacation	1.00 day(s)
Classified Vacation	1.00 day(s)
Classified Personal Leave	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.



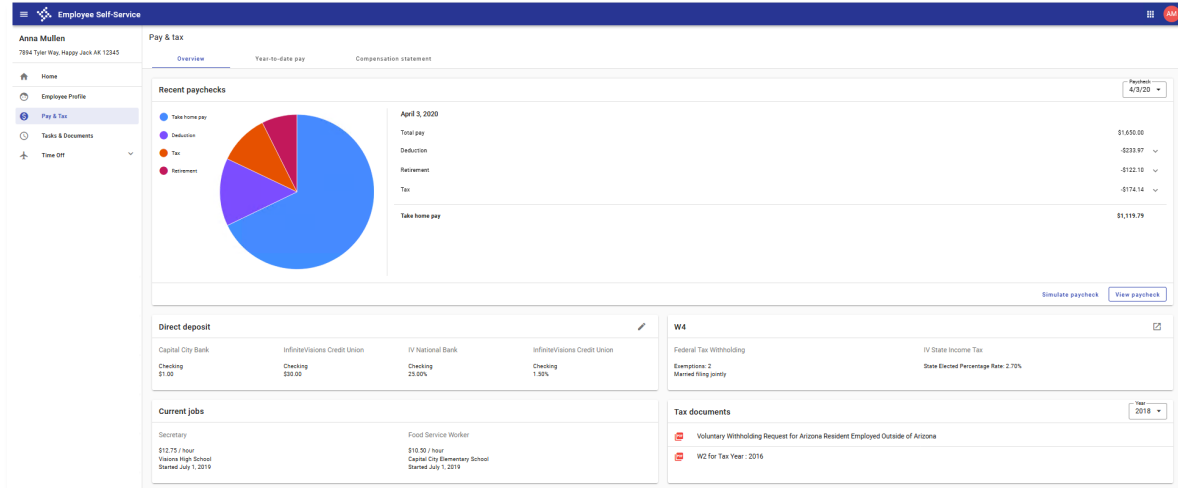
## Pay & Tax

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the Pay Check 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.

- ***If you submit a change to your direct deposit information through the employee portal, you are still required to send the Business Office either a voided check or a form from your bank verifying the account information. We will use this information to verify the accuracy of the data as well as confirm with you that the account change was truly authorized by you.***
- ***2020 W2s will not be available in the employee portal since they were processed in our previous system. They will be distributed as they have in previous year, either through interoffice mail or US mail.***

Additional tables also provide access to calendar Year To Date pay information as well as Compensation Statements. *Since we are beginning with Infinite Visions at the start of a new calendar year, this information will begin to accumulate with the first pay in January 2021.*



## Tasks & Documents

Tasks & Documents provides access to approving Contracts and Tasks, adding Forms (if applicable), viewing completed tasks, and documents associated with your employee record. *We will be adding items in this area in the future.*

**Employee Self-Service**

Anna Mull  
111 Test St, Chandler AZ 85225

**Tasks & Documents**

My Dashboard Employee Profile Pay & Tax Tasks & Documents Time Off

**Outstanding tasks**

No outstanding tasks

**Completed tasks**

Title	Date completed
Department Head	04/01/2020
Asst Football Coaching Contract	03/30/2020
Mentor Teacher Contract FY1920	03/26/2020
Mentor Teacher Contract FY1920	03/26/2020
Overtime Request	01/31/2020

**View documents**

Title	Date added
FMLA Request	01/07/2020
FMLA Certification	01/07/2020
Field Trip	01/07/2020
FLSA Document	01/07/2020
Other	01/07/2020

**Employee forms**

No forms

## Time Off

The Time Off menu allows you to view detail transactions within the Transaction screen. Certain employee groups may also request time off within the Requests screen. ***Licensed employees should continue to request their days off through ReadySub. Office Professionals, Administrators, Directors, and Technology employees should request their days off through Tyler Employee Self Service. This process replaces vacation day and personal day request forms. Your supervisor will approve the request through iVisions.***

The screenshot shows the 'Employee Self-Service' portal for Anna Mullen. The 'Time off' section is active, displaying a 'Balance summary' with five categories: Alpha - Compensatory Time-Hrs (10 hours available), Classified Personal Leave-Days (3 days available), Classified Sick Leave-Days (9.5 days available), Classified Vacation-Days (15 days available), and Leave Without Pay-Days (0 days available). Below this is the 'Request time off' section, which includes a calendar for August 2020. The calendar shows selected dates: Wednesday, Aug 19, 2020 (Classified Sick Leave-Days - 1 day) and Friday, Aug 21, 2020 (Classified Sick Leave-Days - 1 day). To the right of the calendar is a list of 'Upcoming time off' requests, including several 'Classified Personal Leave-Days' and 'Classified Sick Leave-Days' requests for various dates in August and September 2020. At the bottom of the 'Request time off' section are 'Cancel request' and 'Submit' buttons.

To request time off:

- Select the Leave Plan in the Type drop down box and the Specific Use category, if necessary. A Specific Use category is required for Sick Days and Other Absences.
- Select the dates of the request by clicking the dates in the calendar. As dates are selected, they will populate to the right of the calendar.
- If the days or hours need adjusted, select the Edit icon and adjust accordingly.
- If a day needs split between two different leave plans, select the Edit icon and select Add Request to split the time.
- Enter a Comment by clicking the + sign.
- Select Submit.

***Some employees will also see a section called Time Entry. This section allows employees to enter their time worked through the employee portal instead of turning in a paper timesheet. We will be phasing in employee Time Entry to ultimately transition away from paper timesheets. Over the next few months, we will work with select groups of employees to pilot employee Time Entry and hope to roll it out to all employees next school year.***