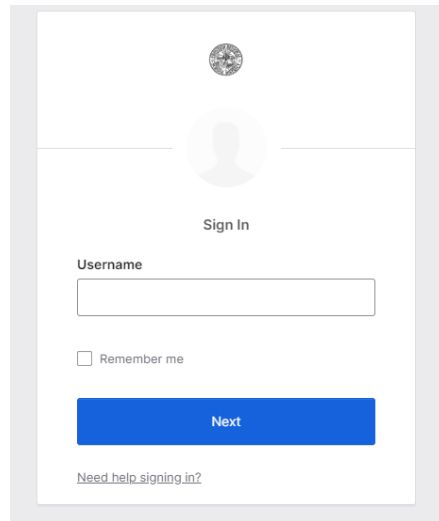


TYLER SCHOOL ERP PRO
North Boone CUSD 200
EMPLOYEE ACCESS CENTER

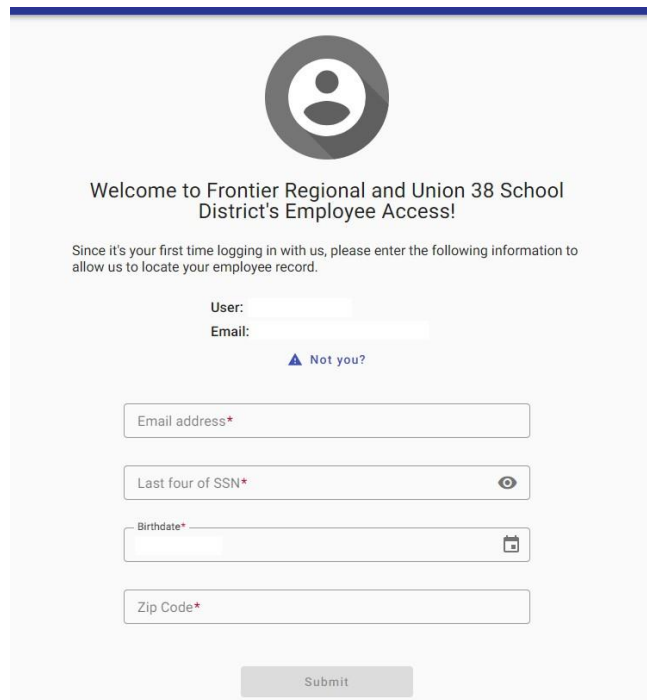
Employee Access Center Login Instructions

1. Please use **Google Chrome** as your browser when logging in. We have experienced the best results with Chrome.
2. Proceed to your school **Employee Access URL** which will take you to the initial login screen below where you will enter your email address:

A screenshot of a web-based login form. At the top center is a circular logo. Below it is a large, light gray silhouette of a person's head and shoulders. Underneath the silhouette is the text "Sign In". Below that is the label "Username" followed by a white rectangular input field. Below the input field is a checkbox with the text "Remember me" to its right. Below the checkbox is a blue rectangular button with the text "Next" in white. At the bottom left of the form is a small, underlined link that says "Need help signing in?".

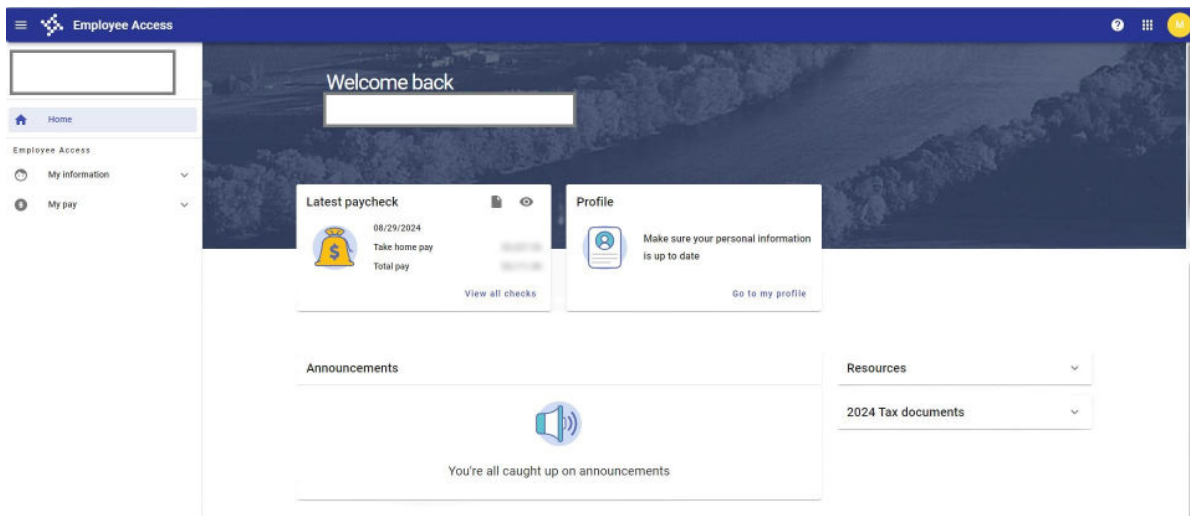
3. Enter your **email address** and select "Next." You will be directed to verify your identity using the Google Multi-Factor Authentication method that you have previously selected to use when logging into your email. This can be seen on the screen below:
4. Follow the Google prompts.

5. Once you accept the requested Google permissions you will proceed to the next screen: You will need to enter your school email address, last 4 digits of your SSN, your birthdate, and your home zip code. You will only need to do this the first time you sign in.



The image shows a login form for Frontier Regional and Union 38 School District's Employee Access. At the top, there is a circular icon with a person silhouette. Below it, the text reads "Welcome to Frontier Regional and Union 38 School District's Employee Access!". A message states: "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." The form includes fields for "User:" and "Email:" with a "Not you?" link below. Below these are four required fields: "Email address*", "Last four of SSN*" (with an eye icon for visibility), "Birthdate*" (with a calendar icon), and "Zip Code*". A "Submit" button is at the bottom.

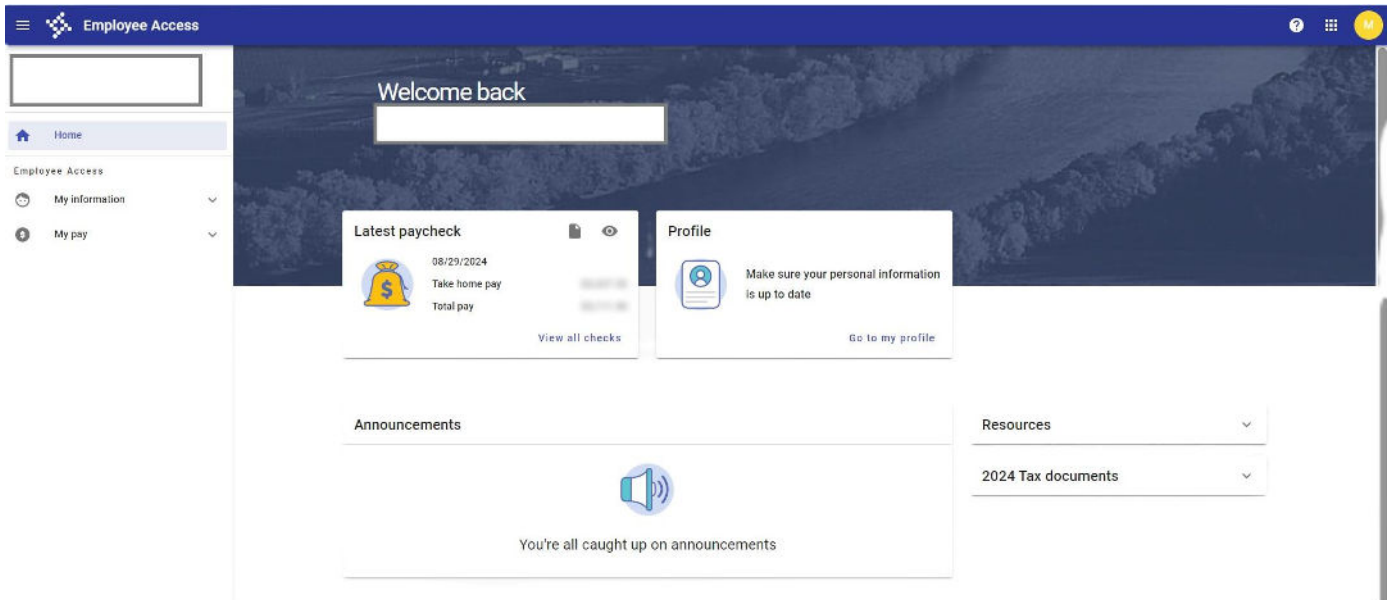
8. After entering the requested information, you will now be logged into the Employee Access Center and your screen will look similar to the screen below:



The image shows the Employee Access Center dashboard. The top navigation bar is blue with the "Employee Access" logo and a user profile icon. The main content area has a "Welcome back" message with a user name field. Below this are two cards: "Latest paycheck" showing a date of 08/29/2024 and a "Profile" card with a "Go to my profile" link. A left sidebar contains navigation options: Home, My Information, and My pay. At the bottom, there is an "Announcements" section with a speaker icon and a "Resources" dropdown menu showing "2024 Tax documents".

Employee Access Navigation Instructions

Take the time to familiarize yourself with the Homepage.



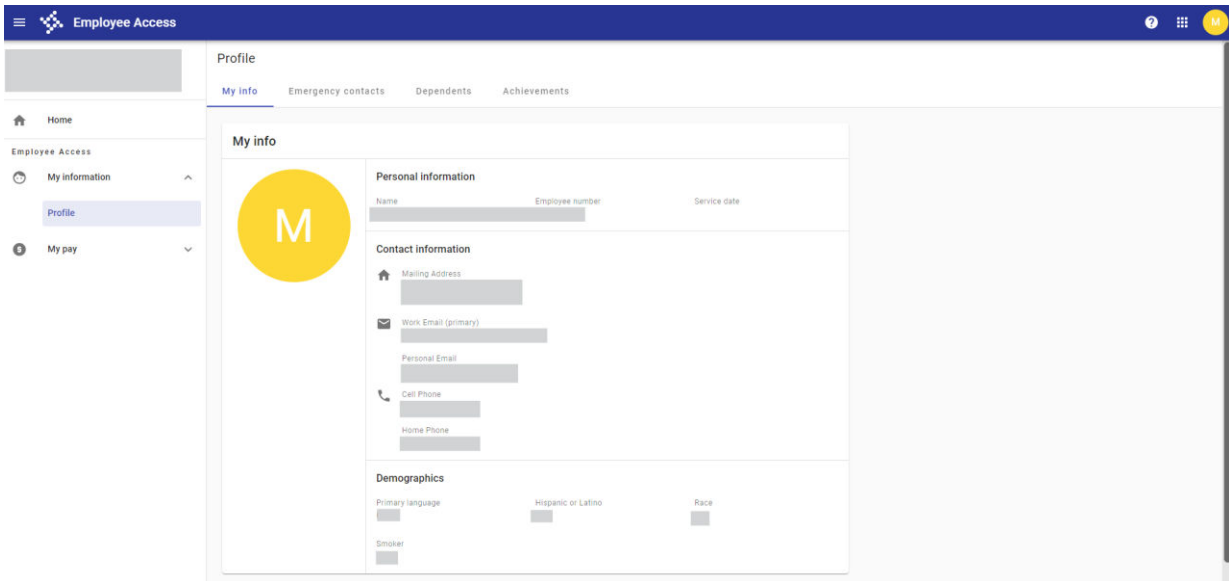
The following areas may be available, depending on the options the District has enabled:

AREA	DESCRIPTION
My Information	From the Employee My Info > Profile page, view and update Personal Information, Emergency Contacts, Dependents, and view Achievements (Education & Credentials). The My Info profile page contains four tabs: General, Emergency Contacts, Dependents, and Achievements.
My Pay	Pay & Tax provides access to personal payroll-related information (e.g., Calendar to Date Earnings Statement, Total Compensation Statement, Tax Forms, and Employee W2s) employees can review via the web. The Pay & Tax page contains three tabs: Overview, Year-to-Date, and Compensation Statement.
Announcements	Review any district-related Announcements. Announcements can be date sensitive, contain hyperlinks, and have Important statuses. Announcements are added and maintained by the Announcement Admin. Announcements can be added or changed daily to keep employees informed of special events for them or the students to be aware of.
Resources	Most employees use Resources to locate documents or website links the district has provided.

MY INFO

Employee Access > My Information > Profile

View Personal Information, View and Update Emergency Contacts, View Dependents, and View Achievements (Education & Credentials).



The My Info profile page contains four tabs:

TAB	DESCRIPTION
My Info	<p>The opening tab for My Info > Profile displays the employee’s Personal Information, Contact Information, and Employee Demographics.</p> <p>If you need to make changes, contact the Business Office at 815-765-3322</p>
Emergency Contacts	<p>The Emergency Contacts tab displays the current emergency contacts on file with the district. View, update, and delete existing contact information. Add a new contact as necessary.</p>
Dependents	<p>The Dependents tab displays current dependents on file with the district. By default, SSN’s are hidden. Click the Show SSN icon to display the dependent’s SSN.</p> <p>If you need to make changes, contact the Business Office at 815-765-3322.</p>
Achievements	<p>The Achievements tab displays the employee’s Certifications, Education, and Coursework.</p> <p>Our district manages this information with other resources.</p>

Update Emergency Contacts

Steps:

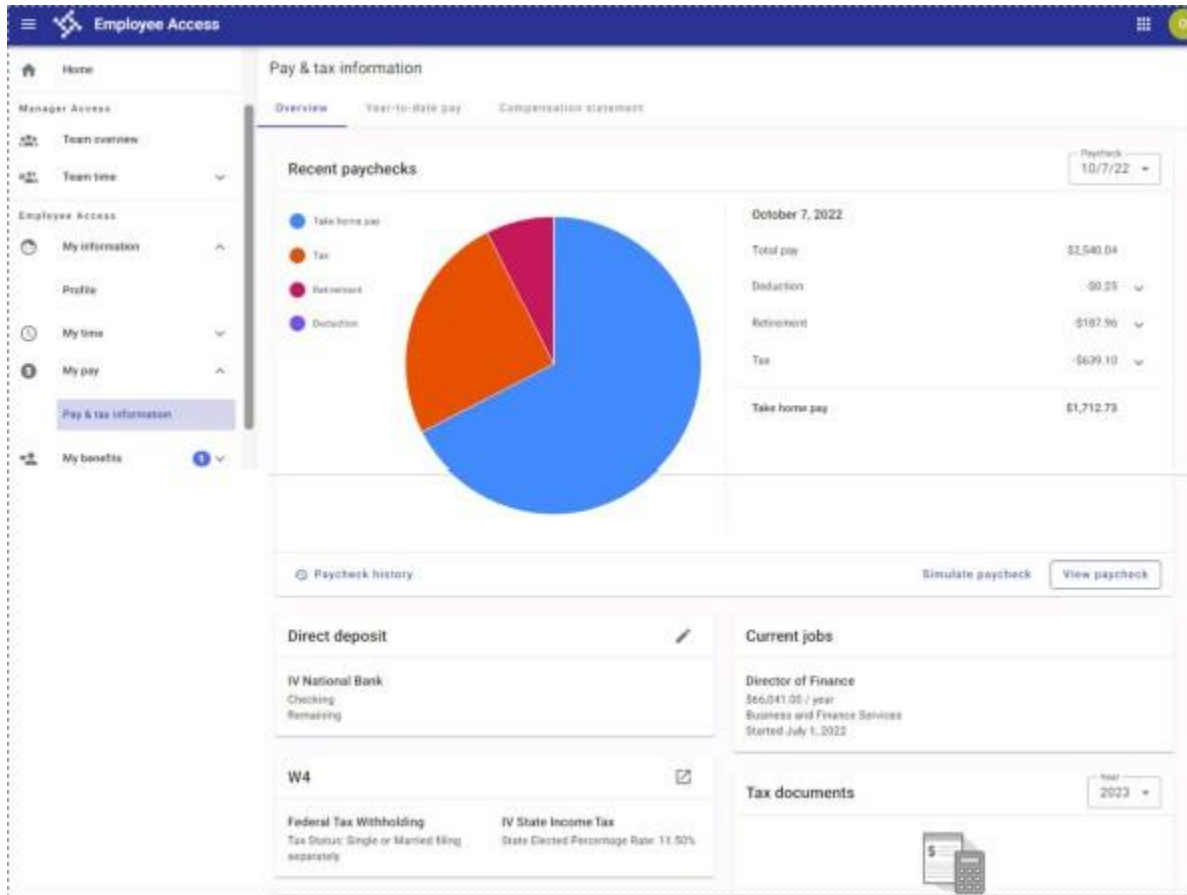
1. From within Employee Access, navigate to My Info > Profile.
2. Click the Emergency Contacts tab. The Emergency Contacts tab displays the current emergency contacts on file with the district.
3. To edit an existing contact’s information, click within the field needing to be updated and enter the new information.
4. To delete an existing contact, highlight it and click the Delete icon.

5. To add a new contact, click Add Emergency Contact. The New Emergency Contact window displays.
6. Enter the contact's information and click Submit to send pending changes to Payroll and Human Resources.

MY PAY

Employee Access > My Pay > Pay & Tax

Pay & Tax provides access to personal payroll-related information (e.g., Calendar to Date Earnings Statement, Total Compensation Statement, Tax Forms, and Employee W2s) employees can review via the web.



The Pay & Tax page contains three tabs:

TAB	DESCRIPTION
Overview	The Overview tab displays paycheck information, current primary job(s), direct deposit information, and tax information. If you need to make changes, contact the Business Office at 815-765-3322 .
Year-to-Date pay	The Year-To-Date tab displays pay and deductions up to the current date. Limit information by take home pay, total pay, or deductions.
Compensation Statement	The Compensation tab displays employee paid compensation, employer-paid benefits, and leave balance(s) value.

View Recent Paychecks

Employee Access > My Pay > Pay & Tax > Overview

Employees can view their current direct deposit setup, current primary job(s), W4 information, and tax documents.

Steps:

1. Navigate to Employee Access > My Pay > Pay & Tax > Overview > Recent Paychecks card.
2. In the Recent Paychecks card, select the pay date from the Paycheck dropdown. A My Pay At-a-Glance chart and paycheck breakdown display.
3. Click View Paycheck to view a printable direct deposit receipt or copy of the paycheck.

Simulate Pay with the Simulate Paycheck Utility

Employee Access > My Pay > Pay & Tax > Overview

Use the Simulate Paycheck Utility to create “What if” scenarios to see how changes to taxes and deduction/benefit information could impact overall paycheck totals.

Steps:

1. Navigate to Employee Access > My Pay > Pay & Tax > Overview.
2. Beneath Recent Paychecks, click Simulate Paycheck. The Paycheck Simulator window displays.
3. Scroll to the bottom of the page and click Calculate. Note the results at the top of the page, paying close attention to amounts listed currently.
4. Now, you can alter the # of Federal Allowances field, among others, to set up the simulation.
5. Scroll to the bottom of the page and click Calculate. The simulated paycheck displays.

View Direct Deposit Information

Employee Access > My Pay > Pay & Tax > Overview

Employees use the Direct Deposit card to review any current direct deposit setup.

Steps:

1. Navigate to Employee Access > My Pay > Pay & Tax > Overview.
2. From the Direct Deposit card, click on the pencil. If you need to make changes, contact the Business Office at **815-765-3322**.

Current Jobs

Employee Access > My Pay > Pay & Tax > Overview

The Current Jobs card displays the employee’s primary position(s). If the employee is assigned to a salaried work agreement position, the card shows the position description, annual salary, and positions start date. If the employee is assigned to an hourly position, the card displays the position description, hourly rate, assigned department, and position start date.

W-4

Employee Access > My Pay > Pay & Tax > Overview

The W-4 card allows employees to review their current filing status. If you need to make changes, contact the Business Office at **815-765-3322**. They also have access to Federal and State tax forms.

Tax Documents

Employee Access > My Pay > Pay & Tax > Overview

The Tax Documents card displays all published W-2s. Click the Year dropdown to view the selected tax year’s W-2. The W-2 displays, prints, and saves as a .pdf.

Year-to-Date tab

Employee Access > My Pay > Pay & Tax > Year-to-Date

The Year-to-Date tab displays a summary statement of Earnings, Employee Deductions, and Employer Paid Benefits for the current year. From the View dropdown, select Take Home Pay, Total Pay, or Deductions to display the different pay categories.

Compensation Statement tab

Employee Access > My Pay > Pay & Tax > Compensation Statement

The Compensation Statement tab displays the total compensation paid to the employee by the district. The Statement details explain that the tab includes wages, employer paid benefits, and an estimated value of any leave plan balances that would be paid out in the event the employee leaves the district.

The Statement information displays the employee's position, department, and last updated date.

View the Total Compensation View Selections

Employee Access > My Pay > Pay & Tax > Compensation Statement

Steps:

1. Navigate to Employee Access > My Pay > Pay & Tax > Compensation Statement.
2. From the View dropdown, select each type to view the Total Compensation chart and Fiscal Year to Date amounts. These figures are associated with the Position that displays on the Statement information card.