



Employee Access Center

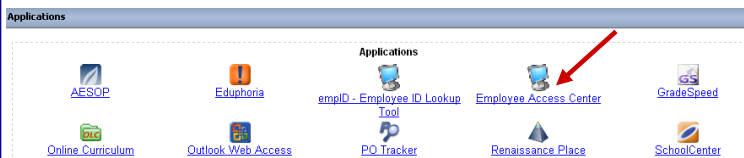
Introduction

Employee Access Center is a web-based application that enables all JISD employees to easily access and update their personal information—anytime, anywhere.

Logging on

To access the EAC:

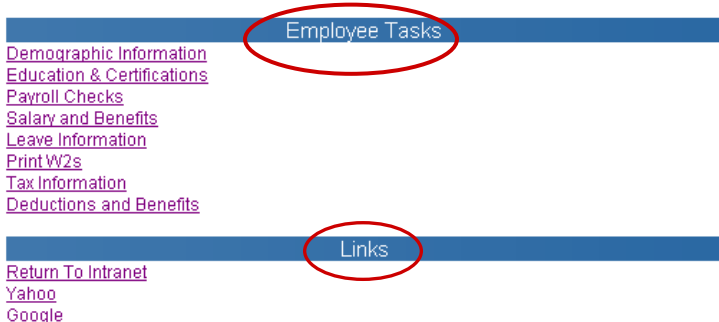
- Log into the **MYJISD Portal** using your district username and password
- Click on the **Employee Access Center** icon on the applications menu



You must be logged into the portal to access this application

Applications Home

The **Employee Access Center** homepage provides access to personal information and important links. By clicking on these links, you will find information regarding your degrees and certifications, salary, benefits and leave. You have the ability to update information and print payroll stubs and tax documents. The main menu is broken up into two sections—**Employee Tasks** and **Links**.



Demographic Information

The demographic section of the **EAC** provides general information that the district has on file for you.

To update demographic information:

1. Select the **Demographic Information** link from the main menu
2. Click the **Update** button
3. Type new information in the appropriate text box
4. The effective date will automatically populate the current date. You can change this to a future date if needed.
5. **Save** changes

Demographic Information			
Employee ID:	7099999	Release Information:	No
First Name:	JOHN	Phone Number:	210-555-5555
Last Name:	DOE	Work Phone:	210-555-5555
Previous Name:		Work Email:	jdoe@judsonisd.org
Address 1:	123 MAIN ST	Birth Date:	1/1/1990
Address 2:		Hire Date:	1/1/1990
City:	SAN ANTONIO	Department:	999
State:	TX	Check Location:	999
Zip:	78233	Years in State:	20
Years in District:	20	Emergency Home Phone:	210-555-5555
Emergency Contact:	JANE DOE	Physician Phone:	
Physician:		Spouse Phone:	
Spouse:			

Demographic Information			
Employee ID:	7099999	Release Information:	<input type="checkbox"/>
First Name:	JOHN	Phone Number:	<input type="text" value="210-555-5555"/>
Last Name:	DOE	Work Phone:	<input type="text" value="210-555-5555"/>
Previous Name:	<input type="text"/>	Work Email:	jdoe@judsonisd.org
Address 1:	<input type="text" value="123 MAIN ST"/>	Birth Date:	1/1/1990
Address 2:	<input type="text"/>	Hire Date:	1/1/1990
City:	<input type="text" value="SAN ANTONIO"/>	Department:	999
State:	<input type="text" value="TX"/>	Check Location:	999
Zip:	<input type="text" value="78233"/>	Years in State:	20
Years in District:	20	Emergency Home Phone:	<input type="text" value="210-555-5555"/>
Emergency Contact:	<input type="text" value="JANE DOE"/>	Physician Phone:	<input type="text"/>
Physician:	<input type="text"/>	Spouse Phone:	<input type="text"/>
Spouse:	<input type="text"/>		
Effective Date:	<input type="text" value="5/8/2009"/>		

Education & Certifications

To access your degrees and certifications, select the **Education & Certifications** link on the main menu. This section tracks your state certifications and degrees you have earned.

EDUCATION						
School	Date	Major	Minor	Credits	GPA	
ABILENE CHRISTIAN		READING		0	0	
ABILENE CHRISTIAN		ELEM ED	ENGLISH	0	0	

CERTIFICATIONS			
Expiration Date	Registration Date	Type	Area
?		STANDARD	PE(EC-12)
?		STANDARD	ELA/READING(4-8)
?		STANDARD	ELA/READ/SOCSTU(4-8)
?		STANDARD	GENERALIST(EC-4)
?		STANDARD	GENERALIST(4-8)

Note: Judson does not maintain Minor, GPA or Credit information

Salary / Payroll / Benefits Information

The EAC provides multiple links that enable you to view salary, payroll, and benefit information.

To view payroll check information:

- Select the **Payroll Checks** link from the main menu
- Click the check number of the payroll check you would like to view
- A copy of the check will open in PDF format. You may save or print this file

Payroll Check Information

Check Number	Check Date	Pay Type	Manual/Void	Net Pay
V6080161	02/13/2009	Direct Deposit		\$3,034.70
V6077488	01/15/2009	Direct Deposit		\$3,034.70
707600	11/14/2008	Check		\$4,007.08

Net Pay value for Direct Deposit checks shows the Net Pay before the direct deposit deduction(s).

Job Class	Position	Rate	Annual Salary
OTHER NON-CAMPUS PROF 226(Frimary)		\$3,749.53	\$33,248.03

Total Salary: 33,248.03
Paid Year To Date: 16,424.93

Deduction	Employer Paid Annual	Employer Fiscal Year To Date	Employee Fiscal Year To Date
TRS DEPOSIT	\$0.00	\$0.00	\$1,051.20
TRS 90 DAY WAITING PERIOD	\$2,187.72	\$587.32	\$0.00
TRS CARE INSURANCE	\$182.88	\$88.33	\$106.76
BLUE CROSS 2000 (Y)	\$2,700.00	\$1,125.00	\$737.60
DENTAL SELECT SILVER (Y)	\$0.00	\$0.00	\$25.00
FORT DEARBORN LIFE	\$18.00	\$7.50	\$0.00
DIRECT DEPOSIT	\$0.00	\$0.00	\$9,088.70
MEDICARE	\$482.10	\$227.11	\$227.11

Total Benefit Cost:	\$5,570.68
Total Employee Compensation:	\$38,818.71
Benefits as a Percentage of Earnings:	16.75%

To view salary and benefit information:

- Select the **Salary and Benefits** link from the main menu
- You will see a breakdown of your salary and benefits annually and year to date

To view deductions and benefits information:

- Select the **Deductions and Benefits** link from the main menu
- Click on the description of the deduction or benefit you would like to view
- A detailed overview of the selected deduction will appear
- Click cancel to return to the main menu

Deduction Title	Status	Employee Paid
TRS DEPOSIT	Active	6.40%
TRS CARE INSURANCE	Active	0.65%
BLUE CROSS 2000 (Y)	Active	\$147.52
STANDARD DISABILITY INS	Active	\$68.12
UNREIMBURSED MEDICAL (Y)	Active	\$208.33
FORT DEARBORN LIFE (Y)	Active	\$10.50
FORT DEARBORN LIFE	Active	\$0.00
UNITED WAY	Active	\$3.00
RBFUCU	Active	100.00%

Deduction Information

Code	0020	Title	TRS CARE INSURANCE
Status	Active	Benefit Effective Date	
Employee Paid	0.65%	Employer Paid	0.55%
Maximum Deduction		Maximum Benefit	

Additional Information <http://www.trc.state.tx.us>

For more information please click on this link on this page.

Cancel

Earning Information for This Deduction

Employee	Current	Month	Quarter	Year	Fiscal	Inception
Employee	0.00	0.00	36.77	147.08	367.70	3,237.33
Employer	0.00	0.00	31.12	124.48	311.20	1,289.74
Salary	0.00	0.00	5,657.40	22,629.60	56,574.00	

Leave Information

The EAC provides you with information concerning state and local leave. You can view the amount of days earned and taken, and details regarding the days taken.

To view leave information:

- Select the **Leave Information** link from the main menu
- Click the drop-down arrow to view details about taken days

Leave is accurate to the last payroll calculation

Leave Banks

Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail																														
100 - STATE LEAVE	Days	0.0000	0.0000	0.0000	<input type="checkbox"/>																														
700 - STATE PERSONAL LEAVE	Days	1.0000	4.5000	3.5000	<input type="checkbox"/>																														
<table border="1"> <thead> <tr> <th>Description</th> <th>From</th> <th>To</th> <th>Hours</th> <th>Posted</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>STATE PERSONAL LEAVE</td> <td>11/25/2008</td> <td>11/25/2008</td> <td>1.0000</td> <td>P</td> <td></td> </tr> <tr> <td>200 - LOCAL LEAVE</td> <td>Days</td> <td>1.0000</td> <td>4.5000</td> <td></td> <td>3.5000</td> </tr> <tr> <td>400 - LEAVE WITHOUT PAY</td> <td>Days</td> <td>0.0000</td> <td>0.0000</td> <td></td> <td>0.0000</td> </tr> <tr> <td>600 - NON-WORK DAYS</td> <td>Days</td> <td>0.0000</td> <td>0.0000</td> <td></td> <td>0.0000</td> </tr> </tbody> </table>						Description	From	To	Hours	Posted	Remarks	STATE PERSONAL LEAVE	11/25/2008	11/25/2008	1.0000	P		200 - LOCAL LEAVE	Days	1.0000	4.5000		3.5000	400 - LEAVE WITHOUT PAY	Days	0.0000	0.0000		0.0000	600 - NON-WORK DAYS	Days	0.0000	0.0000		0.0000
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Tax Information / Print W2s

The EAC provides detailed tax information and the ability to print W2s

To view tax information:

- Select the **Tax Information** link from the main menu
- A detailed overview of your federal tax information will be viewable

To print W2s:

- Select **Print W2s** from the main menu
- Click on the year that you would like to view and print
- The file will open in as a PDF that you can save or print

Federal

Exempt: No
Filing Status: M
Instructions: Please fill out a new W4 Federal tax form and return to Payroll Dept.

No. of Dependents: 2
Additional Withholding: 0.00

Print W2's

Available Years

2008

Copy B To Be Filed With Employee's FEDERAL Tax Return		38-2099803 OMB No. 1545-0008	
a Employer's soc. sec. no. 000-00-0000	1 Wages, tips, other comp. 45000.00	2 Federal income tax withheld 5784.24	
b Employer ID number 74-1556846	3 Social security wages 0.00	4 Social security tax withheld 0.00	
	5 Medicare wages and tips 45000.00	6 Medicare tax withheld 913.98	
c Employer's name, address, and ZIP code JUDSON IND. SCHOOL DISTRICT 8012 SHIN OAK DRIVE SAN ANTONIO, TX 78233-2457			
d Control number CREATED BY EMPLOYEE ACCESS CENTER			
e Employer's name, address, and ZIP code JOHN DOE 123 MAIN ST SAN ANTONIO, TX 78233			
7 Social security tips 0.00	8 Allocated tips 0.00	9 Advance EIC payment 0.00	
10 Dependent care benefits 0.00	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	14 Other UN WAY 156.00 UREMED 2000.00	12b Code	
Retirement plan X		12c Code	
Third-party sick pay		12d Code	
15 State Emp'r's state I.D. #	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement 2008 Dept. of the Treasury - IRS
This information is being furnished to the Internal Revenue Service.

Please contact Human Resources to report any inaccuracies within the EAC:

- Professional staff contact Lynne Rowe at lrowe@judsonisd.org
- Auxiliary staff contact Sue Volk at svolk@judsonisd.org
- Name changes please contact Linda Phillips at lphillips@judsonisd.org