

DBUG Escape Tips

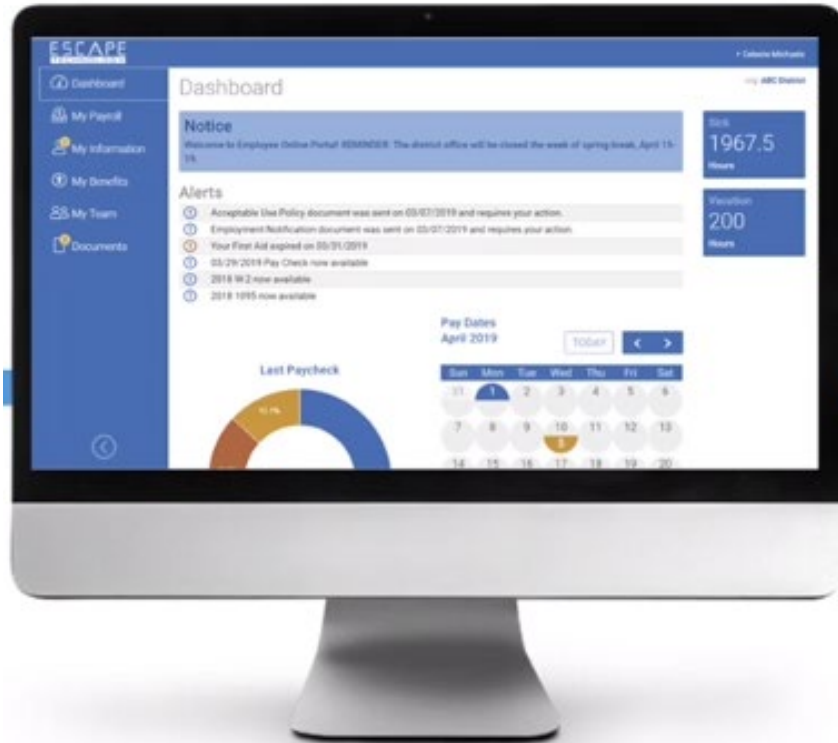


Employee Online Portal

August 2019



Employee Online Portal



EMPLOYEE ONLINE PORTAL

Save money, time and paper!

Convenience: anytime, anywhere.

Access all your important HR and payroll information.

On any device: computer, tablet, smartphone.

Secure with strong password and two-factor authentication.



Employee Online Portal

The screenshot shows the ESCAPE TECHNOLOGY Employee Online Portal. The top navigation bar is dark blue with the ESCAPE TECHNOLOGY logo on the left and the user name "Joseph Jones" on the right. Below the logo is a vertical menu with items: "Dashboard" (circled in red), "My Payroll", "My Information", "My Benefits", and "Documents". The main content area is titled "Dashboard" and includes a "Notice" section with a welcome message and a reminder about a spring break closure. Below the notice is an "Alerts" section listing several items that require action or are available, such as compensation documents, employment notifications, and pay checks. On the right side of the dashboard, there is a "Sick" days widget showing "30.5 Days" and the organization name "org: ABC District".

ESCAPE TECHNOLOGY

Joseph Jones

org: ABC District

Dashboard

Notice

Welcome to Employee Online Portal! REMINDER: The district office will be closed the week of spring break, April 15-19.

Alerts

- Your Compensation document was sent on 01/02/2019 and requires your action.
- Employment Notification document was sent on 03/12/2019 and requires your action.
- Acceptable Use Policy document was sent on 03/31/2019 and requires your action.
- Your Clinical or Rehabilitative Services Credential will be expiring on 06/01/2019
- Your BrailleTrans expired on 03/31/2019
- Your First Aid expired on 03/31/2019
- 03/29/2019 Pay Check now available
- 2018 W-2 now available
- 2018 1095 now available

Sick
30.5
Days



Employee Online Portal

ESCAPE TECHNOLOGY

- Dashboard
- My Payroll
- My Information
- My Benefits
- Documents

Pay Dates
April 2019

TODAY < >

Last Paycheck

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-------|-------|-----|-------|-----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 \$ | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 \$ | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 \$ | 11 |

● Today ● Pay Day ● Sup Pay Day



Employee Online Portal

ESCAPE TECHNOLOGY Joseph Jones

Dashboard org: ABC District

My Payroll

My Information PAYCHECK CALCULATOR

My Benefits

Documents

My Payroll

Payroll History | Withholdings

Last Pay Period
Pay Period: 03/01/19 - 03/31/19
Pay Date: 03/29/19
Federal Tax: S (2)
State Tax: S (1)

Earnings
\$8,154.67

Net Pay
\$3,841.35

Taxes
\$789.50

Pre-Tax Deductions
\$3,363.33

Misc. Deductions
\$160.49

Recent Paychecks

| Pay Date | Gross Pay | Net Pay | |
|----------|------------|------------|--|
| 03/29/19 | \$8,154.67 | \$3,841.35 | |
| 02/28/19 | \$8,154.67 | \$3,841.35 | |



Employee Online Portal

ESCAPE TECHNOLOGY Joseph Jones

Dashboard
My Payroll
My Information
My Benefits
Documents

State Tax: \$ (1)

\$8,154.67 47.1%
9.7%

Pre-Tax Deductions
\$3,363.33
Misc. Deductions
\$160.49

Recent Paychecks

| Pay Date | Gross Pay | Net Pay | |
|----------|------------|------------|-------|
| 03/29/19 | \$8,154.67 | \$3,841.35 | 👁️ ⬇️ |
| 02/28/19 | \$8,154.67 | \$3,841.35 | 👁️ ⬇️ |
| 01/31/19 | \$8,154.67 | \$3,841.35 | 👁️ ⬇️ |
| 01/02/19 | \$8,154.67 | \$3,841.35 | 👁️ ⬇️ |
| 11/30/18 | \$8,154.67 | \$3,822.41 | 👁️ ⬇️ |

Total Records: 61 1 2 3 4 5 ...

W-2s/1095s

| Year | W-2 | 1095 |
|------|-------|-------|
| 2018 | 👁️ ⬇️ | 👁️ ⬇️ |
| 2017 | 👁️ ⬇️ | 👁️ ⬇️ |
| 2016 | 👁️ ⬇️ | 👁️ ⬇️ |



Employee Online Portal

ESCAPE TECHNOLOGY ▶ Joseph Jones

Dashboard org: ABC District

My Payroll

My Information PAYCHECK CALCULATOR

My Benefits

Documents

My Payroll

Payroll History | Withholdings

Last Pay Period
Pay Period: 03/01/19 - 03/31/19
Pay Date: 03/29/19
Federal Tax: S (2)
State Tax: S (1)

Earnings
\$8,154.67

Net Pay
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Recent Paychecks

| Pay Date | Gross Pay | Net Pay | |
|----------|------------|------------|-------|
| 03/29/19 | \$8,154.67 | \$3,841.35 | 👁️ ⬇️ |
| 02/28/19 | \$8,154.67 | \$3,841.35 | 👁️ ⬇️ |



Employee Online Portal

ESCAPE TECHNOLOGY Joseph Jones
org: ABC District

- Dashboard
- My Payroll
- My Information**
- My Benefits
- Documents

My Information

Joseph A. Jones
Preferred Name: **Joe**
Hire Date: **07/06/1998**

Employee Number
1248

Phone Numbers
Home: **(444) 555-6666**
Mobile: **(555) 666-7777**

Emails
Work: **JJones@district.edu**

Employee Directory
No Information

Home Address
123 Elm Street
Roseville, CA 95661

Mailing Address
123 Elm Street
Roseville, CA 95661

Spouse
Jolene

Emergency Contact
Friend: **Dean**
(916) 845-8745

Doctor
Dr. Spock



Employee Online Portal

ESCAPE
TECHNOLOGY

Joseph Jones

Dashboard

My Payroll

My Information

My Benefits

Documents

Emergency Contact

Friend: Dean
(916) 845-8745

Doctor

Dr. Spock
(916) 854-8569

Assignments **Credentials !** Education ! Requirements !

| Status | Pos# | Type | Location | From | Through | FTE | Job Category | Job Class |
|---------|------|------|--------------|------------|------------|-----|--------------------|------------------|
| Current | 294 | Paid | ABC MS | 07/01/2018 | 06/30/2019 | 1 | Other Certificated | Speech Therapist |
| Past | 294 | Paid | ABC MS | 07/01/2017 | 06/30/2018 | 1 | Other Certificated | Speech Therapist |
| Past | 294 | Paid | ABC MS | 07/01/2016 | 06/30/2017 | 1 | Other Certificated | Speech Therapist |
| Past | 294 | Paid | Center Admin | 07/01/2015 | 06/30/2016 | 1 | Other Certificated | Speech Therapist |
| Past | 294 | Paid | Center Admin | 07/01/2014 | 06/30/2015 | 1 | Other Certificated | Speech Therapist |



Employee Online Portal

ESCAPE TECHNOLOGY ▶ Joseph Jones

Dashboard | My Payroll | **My Information** | My Benefits | Documents

Assignments | Credentials ! | Education ! | **Requirements !**

| | |
|--|---|
| Driver License Number: Not on file Expires: Not on file | Concussion Training * Expires: 04/01/2020 |
| Auto Insurance Expires: Not on file | Coach Training * Expires: 04/01/2020 |
| First Aid * Expires: 03/31/2019 Expired | SCA Training * Expires: 04/01/2020 |
| CPR * Expires: 03/31/2020 | Medical * TB Expires: 04/30/2020 Hep B Completed: Not on file Hep B Waived: Not on file Influenza Completed: 11/15/2018 Measles Completed: Not on file Pertussis Immunization Completion Date: Not on file |

* = indicates required for your position



Employee Online Portal

ESCAPE TECHNOLOGY Joseph Jones
org: ABC District

Dashboard
My Payroll
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My Benefits
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My Benefits

Leave Balances and Activity Health and Welfare

Leave Balances Summary

| | |
|----------------------------|------------------------|
| Sick Days | Available: 30.5 |
| | Personal Necessity 7 |
| School Year to Date | |
| Beg Balance: 28.5 | Adjust: 0 |
| Accrued: 10 | Dock/Paid: 0 |
| Pending: 0 | End Balance: 30.5 |
| Used: -8 | |

Leave Summary Activity

Leave Type Filter: Unfiltered | School Year Filter: Unfiltered



Employee Online Portal

ESCAPE TECHNOLOGY Joseph Jones

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School Year to Date

| | |
|-------------------|-------------------|
| Beg Balance: 28.5 | Adjust: 0 |
| Accrued: 10 | Dock/Paid: 0 |
| Pending: 0 | End Balance: 30.5 |
| Used: -8 | |

Leave Summary Activity

Leave Type Filter: Unfiltered | School Year Filter: Unfiltered

| Leave | From | Day | Through | Day | Amount | Unit | Type | Dock |
|-------|------------|----------|------------|----------|---------|------|-------|------|
| Sick | 11/09/2018 | Friday | 11/09/2018 | Friday | -1.0000 | Days | Usage | No |
| Sick | 11/02/2018 | Friday | 11/02/2018 | Friday | -1.0000 | Days | Usage | No |
| Sick | 11/01/2018 | Thursday | 11/01/2018 | Thursday | -0.5000 | Days | Usage | No |
| Sick | 10/30/2018 | Tuesday | 10/30/2018 | Tuesday | -1.0000 | Days | Usage | No |
| Sick | 10/08/2018 | Monday | 10/08/2018 | Monday | -0.5000 | Days | Usage | No |

Total Records: 40 1 2 3 4 5 ...



Employee Online Portal

ESCAPE TECHNOLOGY Joseph Jones

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Leave Balances and Activity **Health and Welfare**

Dependents

| Dependent Name | Relation | Med Coverage | DOB | Age |
|----------------|----------|--------------|------------|-----|
| Joey Jones | Child | Yes | 11/08/2007 | 11 |
| Jolene Jones | Spouse | No | 09/21/1973 | 45 |

Current Health and Welfare Benefits

| Benefit Name | From | Through | Level | My Share | District Share |
|-----------------|------------|---------|---------------------|----------|----------------|
| Kaiser HMO Cert | 07/01/2018 | Current | Employee + children | \$401.73 | \$803.67 |
| Dental Cert | 07/01/2007 | Current | Employee + family | \$125.75 | \$0.00 |

Past Health and Welfare Benefits



Employee Online Portal

ESCAPE TECHNOLOGY

Joseph Jones

org: ABC District

Dashboard

My Payroll

My Information

My Benefits

Documents

Documents

Your Compensation
Date received: 01/02/2019
You've had this document 91 day(s). Open

Action required

Employment Notification
Date received: 03/12/2019
You've had this document 22 day(s). Open

Action required

Acceptable Use Policy
Date received: 03/31/2019
You've had this document 3 day(s). Download

Action required



Employee Online Portal

Attachable Reports

Benefit40 – Open Enrollment Letter/Export

Cred05 – Notice of Expiring Credentials

Employee10 – Employment Notification Letter

Employee11 – Compensation Letter

Employee13 – TB Expiration Letters

Employee15 – First Aid Expiration Letters

Employee16 – CPR Expiration Letters

Employee18 – Driver License Expiration Letters

Employee81 – Employment Verification

Employee99 – Employee Snapshot

Leave01 – Leave Transactions



Employee Online Portal

ESCAPE TECHNOLOGY Celeste Michaels

Dashboard org: ABC District

- Dashboard
- My Payroll
- My Information
- My Benefits
- My Team**
- Documents

Notice

Welcome to Employee Online Portal! REMINDER: The district office will be closed the week of spring break, April 15-19.

Alerts

- Acceptable Use Policy document was sent on 03/07/2019 and requires your action.
- Employment Notification document was sent on 03/07/2019 and requires your action.
- Your First Aid expired on 03/31/2019
- 03/29/2019 Pay Check now available
- 2018 W-2 now available
- 2018 1095 now available

Sick Hours: 1967.5

Vacation Hours: 200

Pay Dates: April 2019

TODAY < >

Last Paycheck

Sun Mon Tue Wed Thu Fri Sat



Employee Online Portal

ESCAPE TECHNOLOGY ▶ Celeste Michaels

Dashboard
My Payroll
My Information
My Benefits
My Team
Documents

org: ABC District

My Team

- 1 Current Vacancies
- 2 Upcoming Evaluations
- 1 Upcoming Leaves

My Team > Direct Reports

| Employee | Profile | Team | Job Description | Location | Work Phone | Work Email |
|------------------|---------|------|--|-------------|----------------|---------------------|
| Allison, Kelly K | | | Certificated Managment/Principal Middle School | City Office | (777) 888-9999 | kallison@district.e |
| Crelly, Ken P | | | Certificated Managment/Principal Middle School | City Office | (777) 888-9999 | kcrelly@district.e |
| Darr, Sarah J | | | Certificated Managment/Asst Supt Ed Services | Fuller HS | (777) 888-9999 | sdarr@district.ed |



Employee Online Portal



EMPLOYEE ONLINE PORTAL



Dashboard

Employees can view district messages, alerts, leave balances, last paycheck and upcoming pay dates all in one page.



My Payroll

Employees have access to their current and past paychecks, W-2s and 1095 statements. They can perform what ifs with a payroll calculator and update their W-4 and DE4 information.



My Information

Employees can review their demographic information, assignments, credentials, education records and requirements.



My Benefits

Employees can view their leave balances, leave activity, and health & welfare records.



My Team

Supervisors can view a list of their team members, current vacancies, upcoming evaluations, upcoming leaves and team member profiles.



Documents

HR & Payroll departments can send electronic documents to employees through the Employee Online Portal and responses are tracked.



Employee Online Portal

