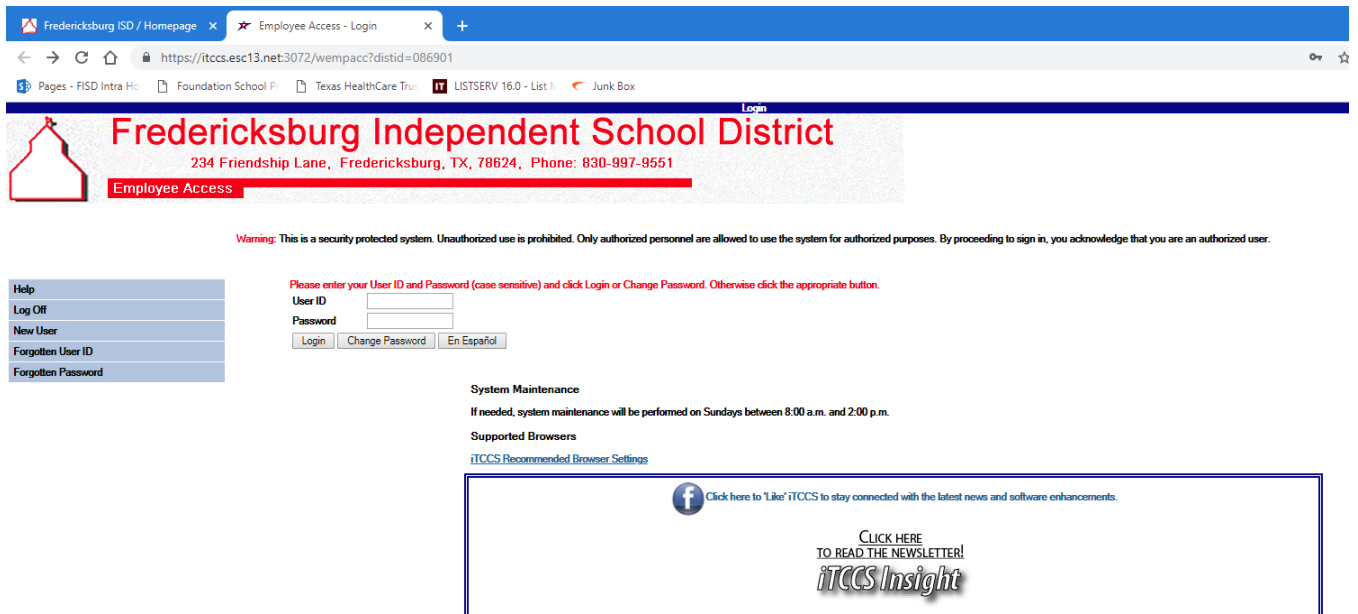
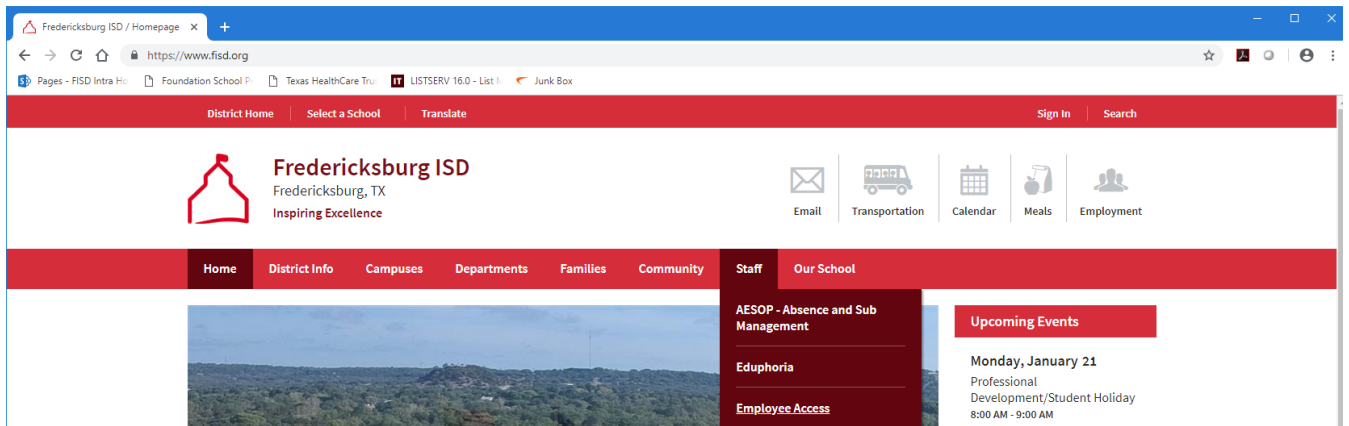


Employee Access



Employee information regarding pay and leave can be viewed on line. The link is under “Staff”. Employee Access provides all employees (substitutes included) the ability to view and/or print the following information:



Once you log in, you will be able to utilize the various options in the Employee Access system.

Please select one of the menu options.

Calendar Year to Date
Current Pay Information
Deductions
Earnings
Leave Balances
Self-Service ▶
Temporary Approval Path
W-2
1095C

A. Initial Set up

Required Information:

Employee Number (found on ID Card) (no dashes or leading zeroes)

Date of Birth (mm dd yyyy)

Home Zip Code

Work E-mail and personal E-mail (if you have one)

Note: if you have a pop up blocker turned on, you will need to disable it or set it to allow pop ups from this site.

1. Click on the link on the FISD site under “Staff”.
2. Click on New User on the left hand side of the page.
3. Enter the following data:
 - a. Employee Number
 - b. Date of Birth
 - c. Zip Code (home)
4. Click Find
5. If you receive an error message that the data does not match your district demographic data, please verify your date of birth and zip code entered. If you believe it is correct, please contact Megan in Payroll (megankl@fisd.org) to verify the information.
6. The New User/Forgot Password page will display and the cursor is at the User ID
7. Enter a User ID that you choose – it can be 6 to 12 characters, no spaces, upper, lower case or combination, alpha, numeric or combination. This is case sensitive. Record your User ID for monthly use.
8. Click on the Password box. Choose a password and enter it. The Password cannot be the same as the User ID. This is case sensitive. Record your Password for monthly use.
9. Enter your password again in Password Verification field.
10. The Work E-mail address is entered for you. You may enter the or Home E-mail address.
11. For Hint, click on the down arrow and choose your Hint question.
12. Click in the Hint Answer box and enter your hint answer.
13. Click on Save Profile.
14. If you have successfully signed up for Employee Access, and the Menu screen is displayed.

B. Subsequent Sign on

- 1 Click on the Employee Access drop down on the FISD website under the “Staff” section
- 2 Enter User ID and Password and click Login (remember you have determined what these are)
- 3 When finished using the system, be sure to Log Off.
- 4 If employee forgets their password, click on Forgot Password button and fill in information and an email will be sent to employee with the password.
- 5 If employee forgets the User ID, click on Forgotten User ID button and fill out the information and an email will be sent to you.
- 6 If you cannot get in, contact the Payroll office. We will delete the employee’s security and a new account will have to be established by the employee. No actual data is lost.

C. Viewing Information

Click on buttons on the left for the area you want to view. When done with that screen, click on Menu on upper left to get back to Menu screen. If you want to Print, click the Print button.

Calendar Year to Date

1. This will show you your W-2 information to date for the current calendar year.
2. Note that “Salary Reduction” refers to all employee benefits paid for under the IRS Section 125 Cafeteria Plan for non-taxable items.
3. Click on the drop down arrow to look at previous years.

Current Pay Information

1. This will show you your Employee Data Sheet information for the current school year.
2. When new year information becomes available, you will verify using this data.

Deductions

1. Marital status and number of exemptions from your W-4 is noted here.
2. Current deductions on pay check are shown here and whether they are sheltered from income tax under the IRS Section 125 Cafeteria Plan.

Earnings

1. Click on the down arrow next to Pay Dates and click on desired pay date to view. The most current is the first item listed.
2. Repeat process for other pay dates.
3. Pay rate is only for the current year. If you scroll back to prior years, the pay rate will still be current and the earnings data will reflect the actual pay from that time.

Leave Balances

1. Read red note directly above the leave information box.
2. To view a list of days and leave types taken, enter a beginning date in the From area and then enter an ending date in the To area. The dates must be within the past 18 months. Click Retrieve.
3. A list of Leave Type, Date of Pay, Date of Leave, Leave Amount and Status is displayed for the date range entered.
4. To view a different date range, repeat the process.

Self-Service Demographic Maintenance

1. Certain items are viewable only, changeable without approval, or changeable with approval.
2. Contact Megan at megankl@fisd.org or Jenifer at jeniferr@fisd.org if there is a change you need to make that is not available here.

View W-2 Information

1. Initial access to this area will ask for preference of electronic or paper W2s. You must make a selection before it will allow you to see any W2 information.
2. Read information directly above the W-2 information box for any notes in red.
3. To view previous years W-2 information, click on the down arrow next to the box labeled Years and Frequencies and click on desired W-2 year.
4. Should you choose to change a previous electronic consent option, click on the W2 Consent button and change your selection

View 1095C Information

1. Initial access to this area will ask for preference of electronic or paper 1095Cs. You must make a selection before it will allow you to see any 1095C information.
2. Read information directly above the 1095 information box for any notes in red.
3. To view previous years 1095 information, click on the down arrow next to the box labeled Years and click on desired 1095 year.
4. Should you choose to change a previous electronic consent option, click on 1095C Consent button and change your selection.

D. Log Off Employee Access

1. Click on Log Off at the upper left hand side of the web page.
2. A Welcome to Employee Access screen is displayed.
3. Click on the Red X and the upper right side of the web page or go to File and click on Exit.

If you have questions or concerns regarding the system, please contact Deborah Ottmers at deboraho@fisd.org. If you have payroll questions, please contact Megan Klein at megankl@fisd.org. You can reach us at 997-9551.