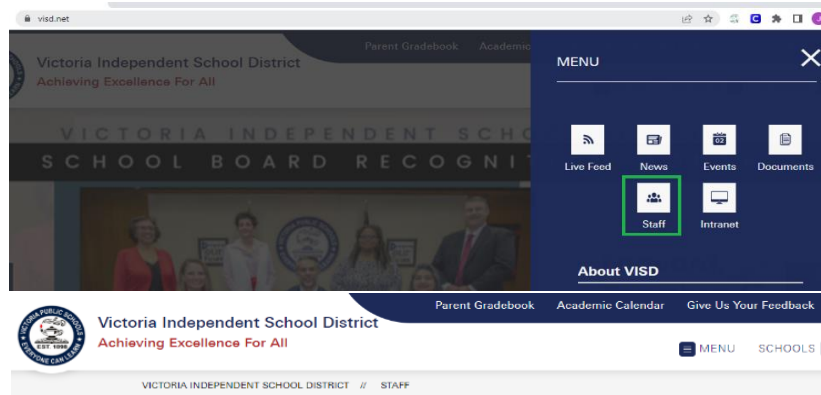


Employee Access Center Guide

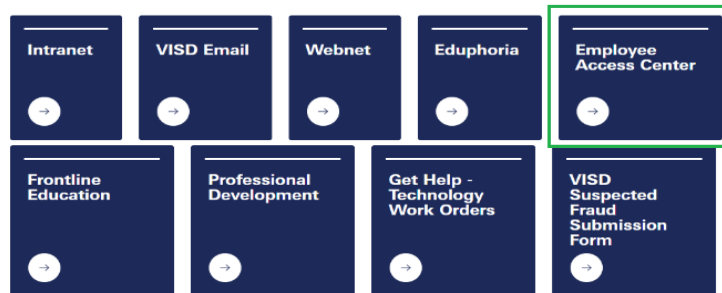
The Employee Access Center is an online portal that allows all VISD employees to view and update personal information such as payroll checks, salary & benefits, W2s, degrees & certifications, deductions & benefits, and contact info.

Logging In

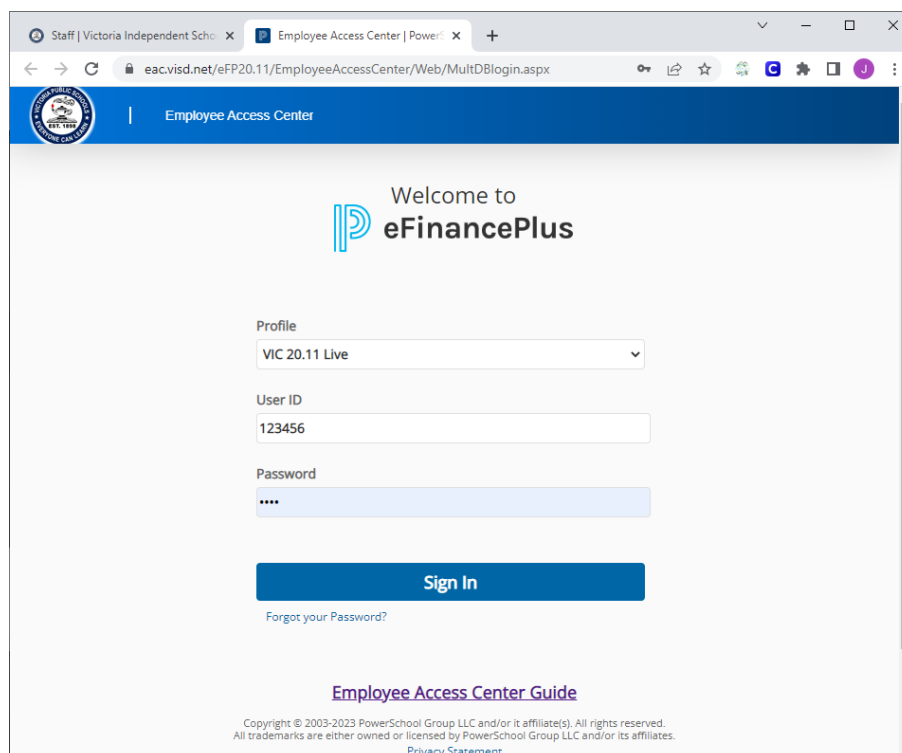
The EAC is accessible through the VISD homepage. Open a web browser, navigate to <http://www.visd.net> and click on the “Menu” button on the top right corner of the page, then “Staff” and then click on “Employee Access Center.”



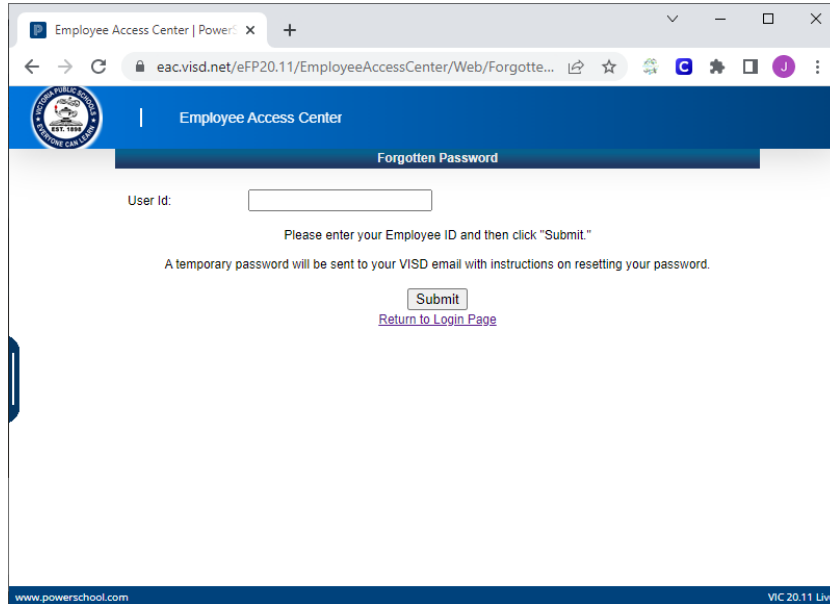
Staff Quick Links



Your User ID is your six digit VISD Employee ID, and the default password is the last four digits of your Social Security Number. If you do not know your employee number, please contact your campus administrator, payroll, or TASR. They will be able to provide you with this information.

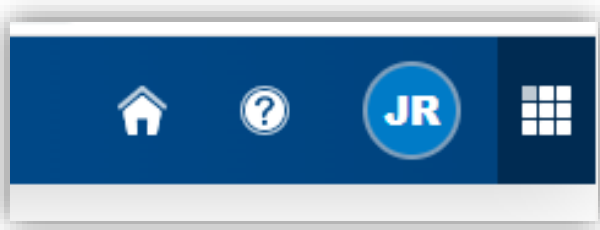


If you cannot remember your password, click on the **“Forgot your Password?”** link under the Login button. Enter your six digit Employee ID and then click **“Submit”** to have a temporary password emailed to you.



If you do not know your employee number, please contact your campus administrator, Payroll, or TASR. They will be able to provide you with this information. If you need further assistance, call our Help Desk at 361-788-2818.

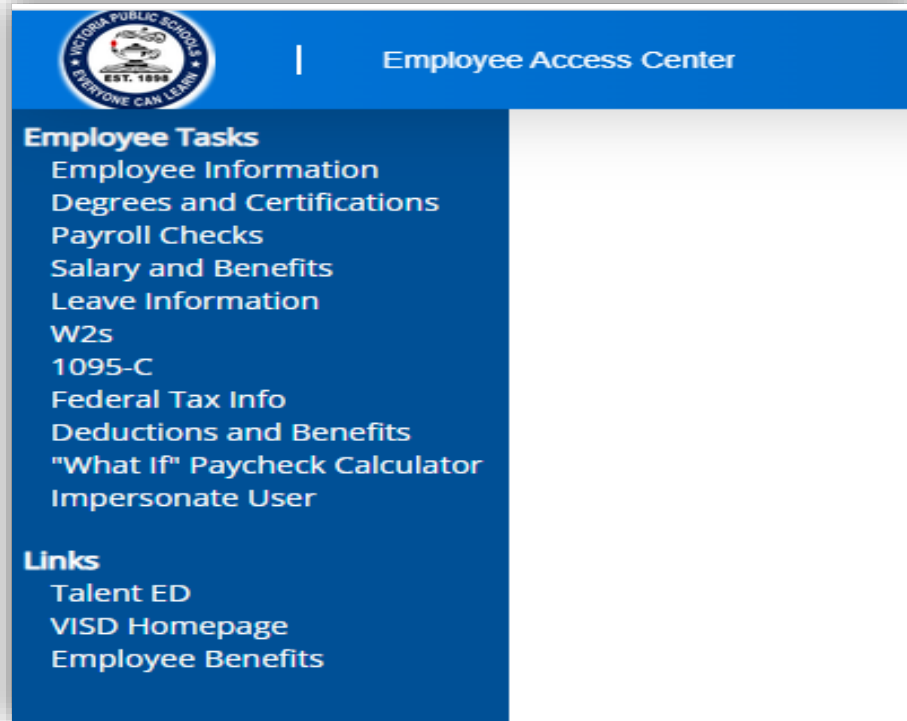
MENU OPTIONS



When you first log in, you will see a menu in the top, right hand corner of the page. In this menu, you should see a home icon, a help icon, an icon with your initials. *Some* of you may see a fourth waffle icon.

- **Home** – This will take you back to your Employee Information page, which is your “home page” for EAC.
- **Help** – This will take you to help documentation based on the page you are reading.
- **Initials** – Here you can change your password, security questions, or log out of the system.
- **Waffle** – The App switcher links to other PowerSchool applications.

There is also a menu on the left-hand side of the page. This is the main Employee Tasks menu.



- **Employee Information** – This screen displays your personal information such as employee ID, name, address, and contact and demographic info. From this page, you can update some contact information.
- **Degrees and Certifications** – Shows your education and certification records.
- **Payroll Checks** – Shows your payroll checks or direct deposit vouchers.
- **Salary and Benefits** – Shows a detailed view of your Salary and Benefits Statements.
- **Leave Information** – Shows your Leave Calendar and Leave Banks. When you are viewing your leave banks, you can click the chevron icon in the far-right column to view detailed history of your leave.
- **W2s** – This is where you can view and print your W2s.
- **1095C** – This is where you can view and print your 1095C.
- **Federal Tax Info** – This page allows you to view your tax information. **Here you can also choose to receive your tax documents online only.** You can update your W4 in Talent Ed.
- **Deductions and Benefits** – This page allows you to view your deductions and benefits information.
- **"What If" Paycheck Calculator** – This page allows you to calculate what your paycheck would look like with different tax statuses, exemptions, etc.
- **Talent ED** – Takes you to the VISD Talent ED page where you can view and fill out HR forms and update your employee information.
- **VISD Homepage** – Takes you back to the VISD homepage.
- **Employee Benefits** - Takes you to the VISD Employee Benefits Page